

# Practical Report Writing

## Programme Outline

### Who can benefit?

The course is suitable for delegates who wish to develop report writing skills.

### Course Objectives

- Describe what makes a good report and give five examples of these
- Understand different reports and how to develop them
- Understand the principles behind gathering information regarding a report
- Structure a report and its content
- Write a report with audience consideration
- Write a report objectively

### Course content

- What is a report?
- Barriers to report writing
- Principles of report writing
- Purpose
- Preparation
- Planning – content and structure
- Production – appropriate language
- Objectivity and resources
- Layout and structure
- Action planning

### Course Duration

1 day