



**Based on SAQA ID:
110023
& 12153, Level 4, 11
Credits**

This training course will teach delegates all the skills and techniques that will be needed to write a report: clear, concise, balanced and informative.

At the end of this training delegates will know and understand what needs to be written, how it should be written and what structure and format that should be used for different kinds of reports.

Business and Report Writing

**[CLICK HERE FOR FULL COURSE
OUTLINE](#)**

- Develop a methodical system to enable you to write reports more effectively and efficiently
- Produce comprehensible and understandable reports that achieve results.
- Structure your reports in a clear, consistent and concise way.
- Develop a professional writing style which is attention-grabbing and enlightening and which facilitates comprehension.
- Adopt an influential style and know how to effectively present and support an argument, notion or concept.
- Present controversial and compound issues in a clear, concise, professional style for both specialist and non-specialist readers.
- Critically assess and edit draft reports written by yourself and others swiftly and constructively.
- Present your report in a professional way by making use of appropriate graphs, diagrams, tables and charts.

Business and Report Writing

Organisations could not function effectively without written reports.

Reports present vital information for everyday operations and decision making. If your job is to correctly format reports for your manager or perhaps decide on content and actually write the report, this highly practical three day course will equip you with the skills of preparing, researching, constructing, writing, editing and presenting your reports.

This three-day workshop will also teach participants how to:

- ⇒ Use the five C's of writing
- ⇒ Becoming a good writer
- ⇒ Ensure their writing meets basic grammatical standards, including word agreement, sentence construction, proper spelling, and punctuation
- ⇒ Differentiate between the active and passive voice
- ⇒ Write business letters, reports, memos, meeting minutes and e-mails

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