DIRECT MANAGEMENT SOLUTIONS

Report Writing

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.

Course Content

- The Function of communication
- Barriers to effective communication
- Report writing skills - Sentences: tips on joining words and punctuation
- Some common report writing faults to avoid
- Writing good paragraphs
- Transitions and ordering the parts
- Overcoming writer's block: subjectivity: objectivity and bias
- Writing and improving the quality of business and technical reports

- 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.

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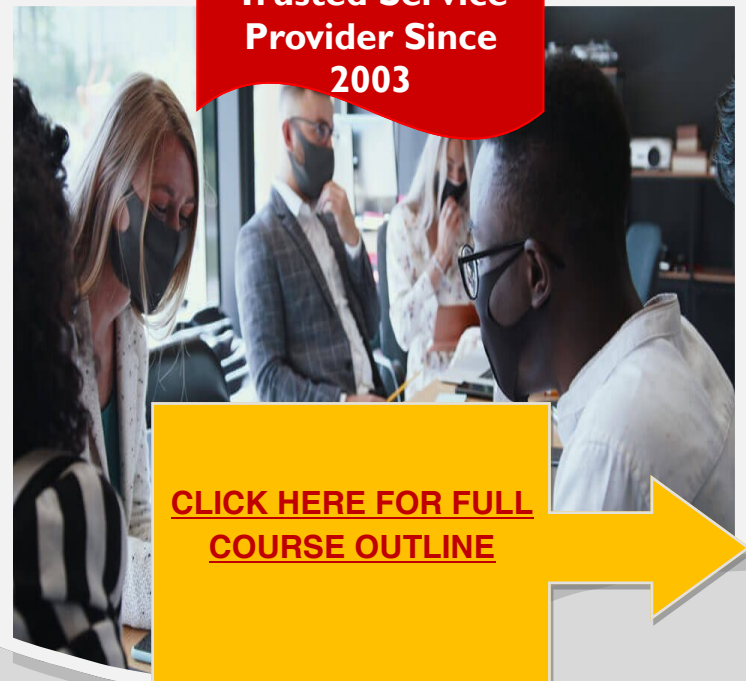
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