

Report Writing Skills

Learn to structure, prepare and create reports that work for you.

In many organisations, reports are a key tool for enabling and supporting decision-making. If you're proposing a course of action or giving feedback on a development, the report you write will be its best advocate.

But very few of us know what the best-practice techniques, structure and methodologies are when it comes to report writing, and fewer of us are confident that our final report is as powerful as possible.

This course is ideal for those who are required to write reports: factual, instructional, persuasive, or technical. It concentrates on the skills you need to make the writing process easier and the report more effective.

Course duration:

Workshop (group) format: 1 x full day (08h30-16h00)

Course outcomes:

1. Identify your audience and its specific needs
2. Plan, prepare and construct correct messaging
3. Optimally structure the report document
4. Understand executive summary, thesis and scope
5. Achieve a balance of comprehensive and concise
6. Use jargon appropriately, following the 80:20 rule
7. Be able to leverage the tools of readability analysis
8. Achieve a uniform writing style and tone
9. Edit and proof-read for impact and clarity

Please note: Final course content may deviate slightly from what's described above.

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