

REPORT WRITING



WHY NEEDED

Survey after survey has revealed that business workers spend one to three days each week writing. Effective writing is an important skill in today's business environment and has a direct impact on your potential advancement within an organization. Business Report Writing is business communication with the purpose of getting work done, convincing others to make a decision or to take a course of action. With the accession of Cyprus to the European Union the need to prepare effective reports in the English language is greater than ever.

WHO SHOULD PARTICIPATE

This is a workshop for Directors, Managers, Researchers, Analysts, Administrators & Secretaries who wish to communicate effectively and be successful in convincing others through written reports. They will benefit from attending this one-day intensive course, if they have to produce memos, recommendation reports, feasibility reports and other business reports.

DATES, VENUE, LANGUAGE

- 18th November, 8:30am - 5:30pm, Lunch break at the venue: 1:00pm - 2:00pm
- The Cyprus Hilton, Nicosia.
- English
- Programme Presenter: Mr. Dinos Konis

WHAT IS ACCOMPLISHED

- As a result of attending this course participants should be able to:
- Perform Audience Analysis to determine how to write a particular report
 - Brainstorm to generate ideas, sort them and outline their report
 - Effectively research for information and consistently document their citations
 - Decide how much detail to include in their report
 - Structure correctly their reports
 - Use a writing process to write persuasive and concise reports
 - Better usage of English language elements
 - Effectively use of visual aids to enhance and convince the report audience

WHAT THE PROGRAMME WILL COVER

- Define the report audience, their level of expertise, knowledge of the topic, their needs and attitudes
- Generating ideas by brainstorming using Mind Maps
- Researching your report
- Handling detail
- Report organization
- Planning your report
- Consulting your report
- Using language elements for clear and concise writing
- Using visual aids

Report Writing. Registration Form - Please Fax 22780999

Company Name:		<ul style="list-style-type: none">▪ Investment: £165 + VAT per person This includes the programme plus the workbook.▪ For Group Discounts please call us.▪ Deposit: £100.00 (deductible from above investment).▪ Cheques to be issued to: P.A. PeopleAchieve Ltd▪ Cancellations within 3 working days of the seminar are liable for the full fees.▪ Substitutions are welcome.
Tel:	Fax:	
P.O. Box:	Post Code:	
Delegate Details: Name: Position: Telephone-Direct: Email:		



ANALYTICAL PROGRAMME

Introduction

Personal Objectives
How important is business writing to you
Types of reports

Defining report audience

Who will read the report?
What is their level of expertise?
How much do they know about the topic?
Adapting to the Audience
What do they need to know?
Audience Attitudes
Report Audience exercise

Benefit of session – learn Audience Analysis in order to better target your report

Brainstorming

How your brain works
How to Mind Map
When to Mind Map
Mind Map Exercise
Recording ideas

Benefit of session – Learn how to brainstorm using Mind Maps

Finding Information

Researching your report
Documenting your sources
Vancouver Style referencing
Citation Exercise

Benefit of session – Learn how to research your report and consistently document your sources of information

Clarity of Thought

Identify your point of view
Clarify your recommendation
Decide on Tables & Figures to use
The problem with detail
Knowing how much detail to use

Benefit of session – Understand how to crystallise your point of view and how to handle detail

Report Structure

Informal or Formal Reports
Memo & Informal Report Structure
Formal Report Structure
Recommendation Reports
Feasibility Reports
External Proposals
Case Study Exercise

Benefit of session – understand the different types of report structures and how they should be organised to be effective

Report Planning

Time constraint
Length Constraint
Document Style Sheet

Benefit of session – understand the importance of planning to create an effective report

Constructing your report

Why you need a writing process
Getting organised to write
Outlining your report
MS Word Outline mode
Report Writing Process

Benefit of session – learn how a report writing process can help you produce better reports consistently

Clarity of writing

Tailor Language to Audience
Keep it Simple
The Simple Sentence
Paragraphs
Punctuation
Word use

Benefit of session – learn how to effectively use language elements to produce clear and concise reports

Using Visual Aids

Using Tables and Figures
Guidelines on using Tables & Figures

Benefit of session – learn how to produce clear and uncluttered visual aids to better support and convince your reader audience