REPORT WRITING : THE ART OF WRITING A GOOD REPORT

COURSE CONTENTS

✓ Essentials of Successful Business Reports
✓ Put the Objective in Writing
✓ Plan Your Writing
✓ Structure the Report
✓ Avoid Jargon: Use Plain English
✓ Package the Report
✓ Make it Readable
✓ Edit and Proofread

COURSE OBJECTIVES

At the end of this programme participants will be able to:

• Present their report clearly and effectively to aid management decision-making
• Target their audience and analyse their needs
• Structure their writing to maintain the readers’ attention
• Write effective informational and analytical reports
• Apply the techniques of writing and presenting reports
• Construct their arguments persuasively using the 4Ps- Position-Problem-Possibilities-Proposal
• Edit the draft for maximum impact and polish the final product

It is essential to understand how to write reports that get read. We write reports in a range of formats and a variety of purposes. Whether you need to report on a product analysis, inventory, feasibility studies, or something else, report writing is a skill you will use again and again. Having a method to prepare this document will help you be as efficient as possible with the task. This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles.

WHO SHOULD ATTEND?

This course is designed for executives and managers who need to write business management reports and proposals to support decision-making.

TRAINER PROFILE: Ms Nancy Ong Chen Gan


EXPERIENCE:

Nancy pursued her passion to teach after leaving her career in banking of 30 years. Fifteen years on and she has successfully conducted workshops and trained many people in trade financing, credit management and business writing. Nancy’s passion for English business writing and communication stems from her career where her job had given her many opportunities to write and speak to many levels of management in planning, presenting and decision-making. Combining her proficiency in English and a clear understanding of the business environment, she is able to impart her skills and knowledge in business communication to others who care to improve themselves for their career advancement. Using simple and proven techniques to deliver her workshops, she has received excellent ratings from the participants.