

Report Writing

Summary

A report is a highly structured form of writing to communicate factual information; reports often follow conventions that have been laid down to produce a common format. Reports are usually requested to serve a business purpose and/or decision by gathering information and presenting them in a structured form. The key to a successful report is the process by which the information was gathered as much as the information itself.

Learning Objectives

By the end of this workshop, participants will be able to:

- Understand the different types of report
- Acknowledge the process that needs to be followed to develop a successful report
- Identify the report structure and characteristics
- Structure and present your report professionally

Topics Covered

1. Introduction to Report Writing

- a. What is a Report?
- b. Characteristics of an Effective Report
- c. Different Types of Reports
 - I. Information Reports
 - II. Analytical Report

2. Strategies for Report Writing

- a. Choosing a Writing Style
- b. Choosing Effective Words
 - I. Avoid Jargon
 - II. Positive Words vs. Negative Words
 - III. Avoid Clichés

- c. Developing professional sentences and paragraphs
- d. Using Punctuation Correctly

3. Steps for Effective Business Writing

- a. Preparing to Write
 - I. Considering the Audience
 - II. Understanding the Context
 - III. The Mental Preparation
- b. Organizing for Maximum Impact
 - I. Think SMALL
 - II. Dealing with technical and/or numerical information
- c. Developing Ideas
 - I. Five Steps to Develop Ideas
- d. Editing to Enhance Writing
 - I. Revising and Proofreading
- e. Making it Visually Appealing
 - I. Cover Page Layout and Design
 - II. Table of Contents
 - III. References layout
 - IV. Heading and Subheadings
 - V. Bullets and Numbering
 - VI. Typeface and Margins

4. Writing Winning Reports

- a. The Report Structure
- b. Practice and Feedback

Methodology

- Learning Concepts/ Presentations
- Role Plays and case studies
- Group activities and Discussions
- Individual and Team Exercises
- Tips and tools
- Educational videos
- Draft an Individual Action Plan

Duration: 12 hours

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