Effective Report Writing

Objectives :   This course will enable students to learn report writing skills, enabling them to generate clear and concise reports.

Prerequisites: All students who are required to produce reports as part of their regular tasks.

Duration: **One Day**

Additional Information   Course Content can be tailored to clients specific needs

Course Outline

Writing skills

Basic writing skills   Effective sentences and paragraphs

Writing specific messages

Business letters and reports   Writing opinionated messages

Understanding proposals

Proposals   Client-focused proposals

Letter Proposals

Writing a letter proposal   Visually appealing proposals

Formal Proposals

Structuring formal proposals   Visual elements and editing