



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Effective Report Writing

Overview

Reports are an extremely important means of communication within an organization. The ideas expressed in reports are often used as a basis for action or to make a decision of some sort. A good report shows qualities of accuracy, orderliness, precision, clarity and persuasion, and is achieved through orderly, solid work. "Write effectively - every time!"

Objectives

- Understand the Purposes of a Report
- Plan a Report
- Understand the Structure of a Report
- Collect Information of your Report
- Organise your Information
- Use an appropriate Style of Writing
- Present Data effectively

Course Prerequisite

Read, Write & Understand English

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions.

Who should attend?

Secretaries, Personal Assistants, Staff submitting tenders & proposals, OHS Representatives, Junior & Middle Managers.

Course Outline

This course consists of the following 5 modules

Module 1	Fundamental Principles of Good Business Writing; Stylistic Traps to Avoid; Ten Steps to Good Business Writing; Purpose of Business Reports; Types of Reports (Annual / Financial / Progress / Production / Investigation / Feedback / Research); Report Purpose / Regular Recipients / Frequency of Distribution
Module 2	Requirements of Effective Reports; Introduction to Information; Factors that affect the Quality of Information; The Value of Information; Information Sources; Confidentiality; General Requirements for a Good Report (Accuracy / Facts / Hearsay / Deductions / Opinions); The Meaning of Words; Features of a Formal Report; Readers' Expectations
Module 3	Setting clear Objectives; A Sound Structure; The Beginning; The Middle; The End; Reports & Proposals; Order of the Presentation; Planning the Writing; Preparing to Write the Report (Six Stages); Research prior to Preparation; Five Steps to Short, Punchy Reports
Module 4	Use of Graphics in Business Reports; Do's & Don'ts - Graphics; Appendixes; Crediting Sources; Footnotes & Endnotes; Dealing with Numbers; Graphics & Charts; Tables; Production & Re-production; The Presentation of the Report (Pagination & Layout); Typeface & Type Size; Numbering; Pictures
Module 5	Some Writing Rules; Difference a Word makes; Report Do's; Report Don'ts; Report Templates; Table of Contents; Appendixes; Bibliography / Reference List; The Glossary

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire