



Course outline - Report Writing

(CTPD90-10)

Duration 1 day

Overview

This course is designed for any member of staff wanting to brush up their written communications in English. It is particularly applicable to those who have to write formal reports.

The purpose of this course is to encourage delegates to examine and evaluate their own written skills.

An interactive approach is taken, using a variety of teaching models including lecturer input, individual and group exercises to teach tips and techniques which improve delegates' skills in producing better and more impressive written reports.

Prerequisites

Fluency in spoken English and some experience of the business world.

Objectives

At the end of the training the successful delegate will:

- be able to identify the purpose of and audience for written communications
- understand how to plan effective written communications
- have reviewed the most important rules and structures of the English language
- understand the elements conventionally included in a business report
- know how to improve the visual impact of a report





What next?

This course forms one module of the Clearer Thoughts' *Personal Development Route to Success*.

Details of the full range of Clearer Thoughts' computer training courses are available on our website (<http://www.clearerthoughts.co.uk>).