

An Introduction to Report Writing

Duration: 25-30mins

Overview:

This topic provides an introduction to writing clear and easily understandable reports.

Outcomes:

- ✓ Know why you need to write reports
- ✓ Recognise the different types of report
- ✓ Know what makes a good report
- ✓ Start to think about your next report.

Summary:

- ✓ Reading reports
- ✓ Impressions
- ✓ Errors
- ✓ Writing reports
- ✓ Follow-up.

Preparation for Report Writing

Duration: 25-30mins

Overview:

The secret to a well-written report is taking time to work out exactly what needs to be achieved and how to achieve it.

Outcomes:

- ✓ Understand the need to set objectives
- ✓ Know who will be reading the report and why
- ✓ Know the steps to take before beginning the report
- ✓ Understand what needs to be in the report and what doesn't
- ✓ Understand how to collate the information gathered.

Summary:

- ✓ Putting in the groundwork
- ✓ Prepare to succeed
- ✓ Check up
- ✓ Your report
- ✓ Follow-up.

Writing a Report

Duration: 25-30mins

Overview:

Invaluable advice on how to write a report, from choosing the best style of report to the effective use of language.

Outcomes:

- ✓ Know which type of report you are writing
- ✓ Understand the structure needed for your report
- ✓ Be ready to get a topic agreed and set an objective for your report
- ✓ Recognise the importance of research
- ✓ Be able to write a high impact report.

Summary:

- ✓ Report writing skills
- ✓ Style and tone
- ✓ Layout
- ✓ Check up
- ✓ Your report
- ✓ Follow-up.

Using Email Effectively

Duration: 25-30mins

Overview:

This topic is designed to help learners reap the benefits and avoid the pitfalls of communicating by email.

Outcomes:

- ✓ Understand how and when to use email
- ✓ Appreciate that emails are not always reliable
- ✓ Know how to write a clear, concise email
- ✓ Understand how to manage your emails effectively
- ✓ Recognise the need for basic netiquette rules.

Summary:

- ✓ Starting points
- ✓ Pros and cons.