



SOUTERS®

Business and Office Skills Training Specialists

Souters Training Centre
32 Ludgate Hill
London EC4M 7DR

T: 020 7248 8987

F: 020 7248 8850

E: reg@souters.org

www.souterstraining.com

REPORT WRITING COURSE

DESCRIPTION

'Excellent course, excellent tutor, highly recommended'

OBJECTIVE

To provide a practical insight into the skill of report writing including an interactive practical session to ensure learning retention.

COURSE REQUIREMENTS

Good command of written English

DATES AND DURATION

As per published **schedules** in house at Souters' or at your location for companies with volume bookings.

BENEFITS

Delegates will gain a Certificate on successful completion.

A greater sense of confidence and practical capabilities in relation to report writing.

COURSE FORMAT

One day intensive course 10:30 to 16:30 with 45 min lunch. The course is in a classroom format and is tutor led. The tutor is a qualified English tutor with considerable experience in business generally. This has enabled us to develop a course that is highly relevant to the demands of any modern professional setting.

The course combines instruction with a highly interactive practical session.

CONTENT

- Writing reports
- Recognising and adapting to different types of reports
- Stages in report writing
- Terms of reference
- Planning your report
- Collecting information
- Organising information
- Structuring your report.
- Style of writing:- Layout, Presentation
- Redrafting and checking