



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group – Report Writing

It is essential to understand how to write reports that get read. We write reports in a range of formats and for a variety of purposes. Whether writing a product analysis, inventory account, feasibility study, or something else, report writing is a skill that will be used again and again.

Having a method to prepare these documents will help you be as efficient as possible with the task. This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles.

Workshop objectives include:

- Preparing reports that inform, persuade, and provide information.
- Reviewing your work so that it is clear, concise, complete, and correct.
- Applying these skills in real work applications.

The Stages of Report Writing

This session will introduce the four stages of report writing: investigating, planning, writing, and revising.

The First Stage – Investigating

The first step is to gather the information for a report. This session will give participants some guidelines to ensure that what they gather is accurate.

The Second Stage – Planning

Next, participants will learn how to plan a report based on information gathered during the first stage.

The Third Stage – Writing

This session will provide participants with some ways to ensure that their writing is clear, concise, complete, and correct.

The Fourth Stage – Revising

In this session, participants will learn about the importance of revision, including spelling and grammar checks.

Using Headings

This session will provide a brief introduction to organising a report.

Charts and Graphs

Next, participants will learn the right way to add charts and graphs to their report.

Persuasion

This session will look at finishing touches for a report, including steps in the persuasion process, how to design a message, and how to deal with tough questions.

Practical Application

To summarise all that they have learned, participants will edit their classmates' work.

Giving Credit

This final session will focus on documentation methods and styles.

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