

# Report Writing

## Aim

To supply the learners with the necessary knowledge and confidence, enabling them to conduct professional and accurate report writing in the workplace. This workshop does not cover English language teaching at all but rather formal layout and formatting and the logical presentation of data.

It is essential for all management as well as field staff and/or health and safety representatives that will have to present reports.

## About this Course...



*To supply the learners with the necessary knowledge and confidence, enabling them to conduct professional and accurate report writing.*

## Who Should Attend this Course?

This course will benefit all staff who compile business letters, emails and reports, including admin staff, PAs, Office Clerks, Receptionists and Secretaries

## Outcome

At the end of this workshop, the learners will have the tools to be able to deliver a professional and well-presented business report and proposal.

SAQA US ID	NOF LEVEL	CREDITS	US TITLE
242820	3	4	Maintain records for a team

Duration: 1-Day

## Content

Introduction to Report Writing	<ul style="list-style-type: none"> <li>• What it is and how does it differ from letter writing?</li> </ul>
Personality Types	<ul style="list-style-type: none"> <li>• The four main personality types</li> </ul>
Knowing WHY, WHO and WHAT	<ul style="list-style-type: none"> <li>• Reasons for generating the report</li> </ul>
What is a Report?	<ul style="list-style-type: none"> <li>• Definition of a report and different tones used</li> </ul>
How to Get Started	<ul style="list-style-type: none"> <li>• Purpose of the mind map</li> </ul>
What Makes for Better Report Writing?	<ul style="list-style-type: none"> <li>• What constitutes a good report?</li> </ul>
Outline	<ul style="list-style-type: none"> <li>• Table of contents and headings</li> </ul>
Key	<ul style="list-style-type: none"> <li>• Explanation of industry standard abbreviations or ACRONYMS</li> </ul>
Introduction	<ul style="list-style-type: none"> <li>• Purpose of the introduction</li> <li>• AIDA formula</li> </ul>
Discussion / Main Body	<ul style="list-style-type: none"> <li>• What does the discussion/main body consist of?</li> </ul>
Conclusions / Abstract	<ul style="list-style-type: none"> <li>• Explain what you have decided based on the research results</li> </ul>
Formatting	<ul style="list-style-type: none"> <li>• The standard format and physical layout of the text</li> </ul>
Appendices	<ul style="list-style-type: none"> <li>• Additional documents containing relevant information</li> </ul>
Diagrams, Tables and Graphs	<ul style="list-style-type: none"> <li>• Diagrams, table and graphs</li> <li>• Describing graphs and tables</li> </ul>
Bibliography	<ul style="list-style-type: none"> <li>• Referencing and acknowledgements</li> </ul>
Editing and Proofreading	<ul style="list-style-type: none"> <li>• Editing and proofreading criteria</li> </ul>
Getting the Right Tone	<ul style="list-style-type: none"> <li>• Formal vs. conversational</li> <li>• Soft words and personal references</li> </ul>
Writing in Plain English	<ul style="list-style-type: none"> <li>• Active and passive verbs, average sentence length, simple words, edit wordy phrases, and avoiding repetition</li> </ul>
Common Errors	<ul style="list-style-type: none"> <li>• English – the challenge for South Africa</li> </ul>