

As your career progresses you will probably be required to convey increasingly complex amounts of information. You can expect your readership to expand: committees, research departments, boards of directors, key agencies... Developing your report writing ability is therefore crucial. This modular workshop firstly helps you clarify your individual requirements and secondly, provides you with the techniques you will need to create and combine all the elements of a memorable report.

Your Workshop Leader: Richard Ellis

LEARNING OUTCOMES

By the end of the workshop, delegates will be able to:

- write for a target audience
- recognise and correct faults in their writing style
- identify the components of a report
- prepare a report effectively and edit for clarity and consistency
- understand the principles of layout and presentation

KEY TOPICS

- Why we need reports – overview
- Planning and preparation: guide-lines, underlying principles and tactics
- Getting and keeping the reader's attention
- Structure: construction models, summaries, synopses, etc
- Use of English: punctuation and editing for clarity and style
- Oral presentation

Note:

This workshop is run over one-and-a-half days. Each participant is invited to a 20-minute individual session with the trainer, to discuss his or her particular needs, and personal goals for the training. These sessions are completed within half a day. The full day workshop takes place some 3 weeks later with all participants present. Comprehensive documentation, on-line follow-up support and post-course written feedback is offered as part of this highly acclaimed workshop.

Outline Programme

Introduction to the Workshop

Communication at work: useful models

The Ingredients of Effective Writing

- clarity, structure, conciseness, accuracy, tone, relevance, consistency, etc.

Refreshment Break

Writing for your readers

- Sentences & Paragraphs
- Punctuation Skills
- Rapid revision of key elements of grammar

Using Plain English

Structuring your material

- planning your report

Lunch

Patterns and checklists for effective results

Outlining and Storyboarding

Report Writing Tasks

Review

Refreshment Break

Illustrations and Graphics in Reports Methods to Assist the Writing Process

Summing up

Action Plans for Self and Colleagues

WHO SHOULD ATTEND

Those who have to write reports or who may have to pass on findings/recommendations in their work. These reports may be substantial documents or just a few concise pages. The workshop looks at the fundamentals of writing – planning, outlining and putting together the key findings in a logical and persuasive fashion.



COMMUNICATE

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