

Report Writing

Planning your report

- the different types of reports and what they are used for (can be based around your business reports)
- getting a good brief
- deadlines and their implications
- research skills

Structuring your report

- structuring for success
- titles, sub-headings and numbering systems
- templates for reports

Writing style and language

- getting the right style and tone
- using plain English
- getting rid of jargon
- revising your report
- editing

Design and layout

- dealing with technical or specialist information
- graphics, illustrations and photos
- case studies
- giving and receiving feedback