Report Writing Skills

Are your teams' reports clear, credible and engaging? Do they make an impact on your organisation's key stakeholders? Enough for them to quickly follow up and take action?

This course develops the fundamental skills of planning, structuring and writing reports. Your teams will gain valuable tools and techniques to make any report more targeted, persuasive and appealing to read. These essential skills will save your stakeholders valuable time and enhance your organisation's professional image.

Objectives	Benefits
• Write complete, coherent and clear reports that are easy to read	• Participants will enhance their credibility, engage stakeholders and achieve their goals through productive report writing
• Write credible, impartial and insightful reports that enhance the writer's professional image	• Stakeholders will save time, make more informed decisions and confidently implement report recommendations for continued improvement
• Write engaging, persuasive reports that influence others to take action	• Your organisation will benefit by showcasing its expertise to external stakeholders, boosting business growth through enhanced credibility

- Establishing level course: build strong foundations
- No experience needed
- Minimum upper-intermediate (B2) level English

Report Writing Skills - Course outline

Module	Competency
Report writing essentials • Analysing effective writing in different report types • Evaluating your report writing skills and setting personal goals	• Set goals to improve report-writing skills by analysing documents against criteria for effective performance
Writing the background and introduction to a report • Selecting and structuring content • Using engaging language	• Write effective report openings to engage your readers
Writing credible report findings • Aligning content to your purpose and audience • Writing evidence-based findings	• Write evidence-based findings that support your report's purpose and key messages
Using visuals to make reports more appealing • Selecting and designing memorable visuals for different types of reports • Describing visuals clearly and persuasively	• Use visuals to present facts and data in reports in a clear and memorable way
Writing effective report conclusions • Using guidelines for witing effective conclusions • Analysing the language of bias	• Write unbiased report conclusions that align with report findings
Writing persuasive report recommendations • Selecting and structuring content for different types of recommendations • Choosing the right tone for your context and audience	• Influence your report readers to take action based on your recommendations
Writing executive summaries • Selecting key points and structuring your executive summary • Using hooks to engage your audience	• Write well-structured, concise and engaging executive summaries to hook your audience
Report writing mini-clinic • Evaluating your report against effective practices • Setting goals and action planning to improve your report writing	• Develop plans to achieve report-writing skills goals in the workplace by selecting tools and techniques for effective performance