

## Report Writing

The workshop offers **detailed guidance in increasing effectiveness in both report and letter writing**. Everybody in business has to write reports. **The effort involved is considerable**. A little **effort and know-how** can make it that much more likely that the reader will be **affected precisely as the writer wishes**.

### *Objectives*

Possess the necessary skills to **write meaningful reports, memos and letters** to say what they mean.

### *Audience*

This course is designed for **anyone who has to write reports, letters or memos**.

### *Duration*

This is **one day Report Writing** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

### *Location*

Our **Report Writing** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

## Report Writing Course Outline

Preparation and planning

Structure of a report or letter

Words

Punctuation

Grammar

Style layout and readability

Being persuasive fine tuning