



# Professional Report Writing

*"The pen is mightier than the sword"*

- Edward Bulwer-Lytton



Learning with a difference...

## Benefits

- Produce clear, easy-to-read reports
- Reflect your corporate image professionally and positively
- Avoid wordy reports
- Develop balanced, unbiased reports
- Save time for busy readers
- Have a positive impact on profitability

## Course content

- Designing a well formatted written communication
- Planning reports and information gathering
- Formatting the report structure
- Review the use of English language, including punctuation and grammar
- Evaluate choice of words
- Avoid the most common mistakes
- Choosing and applying the right tone
- Proof reading, second opinions and approval

**Well written reports are fundamental to the success of companies as the way information is communicated to others reflects not only on the individual, but on the credibility of the business. With focus, they can prove to be interesting and written in less time.**

## Course overview

Properly formatted, concise, accurate and balanced reports ensure that key messages are not lost.

There will be emphasis on and practical exercises in preparation, structure, writing and presentation. You will learn how to produce reports with content that flows logically and avoids repetition. As well as grammar, spelling, punctuation and objectivity and balance, there will be focus on brevity to help you avoid producing wordy reports.

You will also learn what to include in an executive summary or précis and the sequencing of the report content, including annexes efficiently.

## Duration

1 day  
9:30 - 16:30

## Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free our free telephone and email support service after you have completed your training!

*"The greatest mistake a person can make is to be afraid of making one."*

- Albert Hubbard

## Other courses we offer

- Effective Business Writing
- Presentation Skills
- Project Management

## What our customers say about our courses

*"Reports will no longer be daunting and I won't put them off until the last minute"*

*"The trainer was very helpful"*



People Productivity &  
Specialist IT Training



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