

DURATION: One day

SUITABLE FOR: Anyone required to produce technical or semi-technical reports that need to be logical, structured and clearly understandable to both the specialist and the non-specialist. For those new to report writing or those who want a refresher or to establish a professional approach to business writing

Objectives

By the end of the course you will be able to:

- Write technical reports that are clear, concise and effective
- Use a systematic approach to structure and layout
- Apply practical techniques to organise information
- Be confident in the use of plain English and good punctuation
- Use references, appendices, figures and graphics effectively

Programme

Introduction & Workshop Objectives

- What we are going to cover today.

Key Points

- Barriers to communication through the written word
- The importance of readability
- Personal style
- Getting the brief right
- Understanding readers
- The advantages of a systematic approach

Planning and Preparation

- Establishing the scope and purpose
- Constraints of time and money
- Confidentiality
- The collection, selection and arrangement of information

Structure and Sequence

- Sequencing and layout
- Tables, figures and appendices
- Dealing with abstracts and summaries
- The body of the report
- Conclusions and recommendations
- Using references and bibliography

Language use and Personal Style

- A refresher on punctuation
- Using plain English
- Paragraph and sentence structure
- Clarity and brevity
- Identifying your 'voice' and personal clichés

Standards and Conventions

- 'House style' and best practice
- The use of diagrams and tabulations
- Headings and labels.

Technical Report Writing in Practice

- Developing a professional approach
- Building the technical report
- Reviewing and providing feedback

Checking for Quality

- Proofreading
- Layout analysis
- Revising and editing

The Way Forward

- Taking ideas back to the workplace and putting them into action

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk