



Report Writing

The day looks at two components, the rules of written material and the planning & production of the report.

Aim

This course will help you to prepare and produce clear, concise and correct written communication. This workshop looks at the need for clear communication techniques and the composition

Agenda

- Communication
- Barriers
- Grammar
- Punctuation
- Editing
- Proof reading
- Use of technology
- Planning the purpose & expectations
- Preparation & research
- Using the plan & developing the formula
- The rules for writing reports
- Applying the formula
- Practical exercises
- Formatting
- Proof reading

Resources

- Training manual

Length

1 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or in-house For Staff Development

Pre-requisites

None

Class Sizes

8 – 15 per class

Trainers

Catherine Logue

Dates

By Appointment



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