Writing Project Reports

Who would benefit?

The programme is intended for delegates who are looking to express themselves clearly when writing project reports. The principles of this course may be applied to the production of reports in general.

Objective

The course is developed through the production of example reports by the participants. These may be work related or on other subjects and are to provide reinforcement of the benefits of following the guidelines set out in this course.

Content

- How the intended message can get distorted or misinterpreted through ineffective writing
- The principles of clear writing
- The Fog Index
- Three components of report writing
- Content, structure and style
- Identify your content
- Define, gather, select, group and order
- Structure your report
- Review your style

Duration

Half Day