

Business Writing and Perfecting Reports Workshop – 1 Day

Business writing is now a staple of our working lives. Reports and documents are often the principal evidence of our work and the means by which our clients and colleagues judge our worth. Yet most people tackle report writing in a hurry, without enough planning and with little thought for the reader

Workshop Aim:

This one day workshop aim is to arm you with some simple and effective techniques to radically improve the quality of your business and report writing.

What you will take away from the Workshop:

- An understanding of how to set a clear objective
- How to get your message across in a report
- How to make your writing more readable

Workshop Content:

- Set a clear objective
- Build a logical structure
- Get your key messages across
- Choose an appropriate style
- Establish and build rapport
- Keep readers reading
- Make your writing more readable
- Write confidently and clearly
- Construct sound, clear sentences
- Use punctuation logically and helpfully

Pre-course Activity

To gain the maximum benefit from the course, you will be sent an activity to complete which asks you to consider your experiences of business writing. This will help you set the context of the course and will be used in the training as part of the course activities.



For information and support

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