



## REPORT WRITING

### Introduction

- A look at what report writing is intended for
- The problem areas of report writing
- Individual issues participants experience with report writing

### Focus on main body of Report

- Modern business writing techniques
- A checklist of structure
- Types of styles used
- Content of report

### The must haves of Report Writing

- Correctness – encompassing grammar, spelling and order of report
- Clarity
- Coherence
- Conciseness
- Completeness

### Order of Report

- Aims and Objectives
- Terms of Reference
- Ways to ensure this is correct

### Essentials of Report Writing

Executive summaries

Editing Techniques

Proof reading Strategies

Using the appendix

Using footnotes

The use of Persuasive Recommendations

### Recommendations