

Singapore (Head Office):

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Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com

Branches:

Philippines: Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

Lao: Unit 21, Sisungvone Village, Saysettha Dist, Vientiane

Vietnam: 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

Cambodia: #54, Street 63 Daun Penh, Phnom Penh, Cambodia

MANAGEMENT SKILLS WORKSHOP – COURSE INFORMATION

(We conduct Company In-House / Public Workshops. E-mail us enquiries@trustedu.com for more details)

EFFECTIVE REPORT WRITING

DESCRIPTION :

90% of Lasting Impressions are made in the first 90 seconds.

Organizations make important decisions on the basis of reports.

Ineffective reports result in ineffective decisions.

Everybody is pressed for time. Deadlines are getting tougher to meet. Change sweeping through likes a storm. Yet we must get our facts right else we miss the target.

Communicating with clarity the written word is crucial for effective decision making. Reducing time in composing messages, appropriate expressions to convey clarity, making it short yet easy for readers to understand clearly and as quickly as possible to act upon them, making accurate decisions and enhancing our image are skills all of us need to master.



Both bosses and clients therefore often expose report writers to harsh scrutiny.

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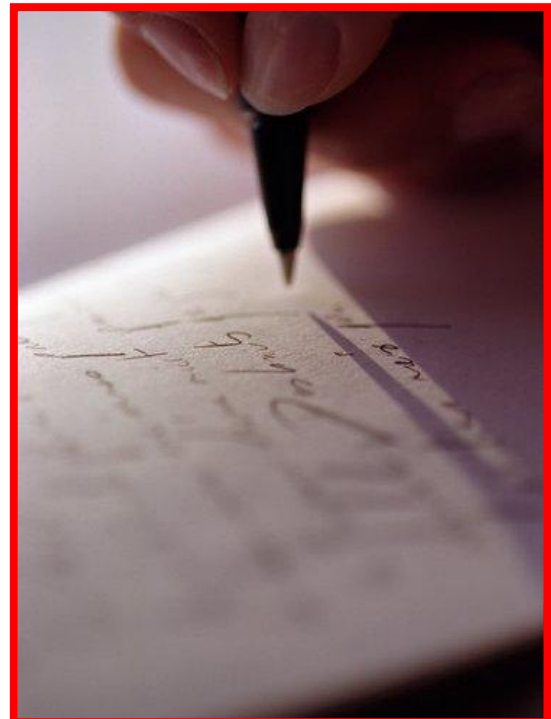
WORKSHOP OBJECTIVES:

As a participant, you will ...

- Reduce time spent in planning content
- Know how to compose the draft of your reports quickly
- Be able to write and check the copy fast
- Choose the most appropriate expression for different situations
- Make it easier for readers to understand you
- Understanding and using the Fog Index
- Enhance your image in the eyes of your readers
- Overcoming writer's block

CONTENTS :

- Defining purposes of reports
- The different categories of reports
- Planning the Content and layout
- Principles of clear writing
- Drafting and structuring reports
- Language, style, tone
- Presenting data – Charts, graphs, ideas
- Putting ideas on paper
- Checking – clarity, redundancy, grammar, spelling
- Determining length of each sentence



TRUST

Management & Education

Trust Management Centre

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WHO SHOULD ATTEND: Leaders, Supervisors, Managers, Executives, and all those who want their written messages to be clearly understood and acted upon.

LENGTH: 2 days

SUPPLIED MATERIALS: Participant Reference Guide, Practical Exercises

METHODOLOGY: Case Study, Group Discussion, Seminar and Role-Play.