

Course Outline | Report Writing

1 day(s)

Overview

Course Outline

Introduction

- Overall Course Objectives

Report Objectives

- The Purpose
- Different Types of Reader
- A Good Report
- The Seven Cs

Grammar and Style

- The Importance of Correct English Writing
- Plain English - Sentences
- Active and Passive Verbs
- Using Lists
- Top Tips for Clear Writing

Planning and Research

- Planning the Report
- Collating Ideas
- Brainstorming & Mind Maps
- Gathering Information

Report Structure

- Structuring a Report
- How Structuring Helps
- Report Content
- Presentation

Final Thoughts

- Reviewing and Editing
- Conclusion
- Action Plan