

Effective Business Report Writing Skills (Online)

Introduction

This one-day course will impart the necessary knowledge and skills for business report writing skills. The course is structured such that participants will learn to look out for an appropriate style, tone and format of writing, express their points coherently, and to consistently produce sharp, focused and concise reports. They will also pick up skills to vet common writing errors and to convincingly share these ideas with their peers. At the same time, participants will be able to understand the characteristics of different report types and ensure that their writing is suitable for the format.

Course Objective

The workshop is specifically designed to raise the standard of written submissions through the following components: -

- Learn how to write clear, concise, correct and complete business reports
- Writing and vetting different report types.

Target Audience

Individuals to master new and specific techniques that will help sharpen their report writing skills.

Course Outline

The Fundamentals of Effective Report Writing

- What is business writing?
- What are reports?
- The fundamentals of good report writing.

Principles of Report Writing

- The approaches to writing—voice, direct, indirect and persuasive
- Words and phrases commonly used in report writing.

Tone in Writing

- Using appropriate words and phrases to improve tone in writing.
- Keeping ideas as a statement of fact instead of personalising them.
- Focusing on the solution instead of the problem.

Review Report Samples

- Applications of proofreading and vetting techniques.
- Identifying the pros and cons of the report.
- Understanding what the characteristics are between proofreading and vetting.

Report Writing Tools and Techniques

- Identifying the report writing structure and organisation.
- How to do systematic planning (templates) such as 4P's, AIDA, IMPACT & etc. in the writing process.
- How to enhance reports by using graphic representation such as tables, graphs, pie charts, etc.

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 4pm (6 hours)

Virtual Classroom: ZOOM App

Register online at SNEF website www.snef.org.sg

[Click on Training >> Course Categories >> SNEFdigital >> Non Funded Courses >> View Course Dates/Registration](#)

Course Fees

Type	Full Fees (inclusive 7% GST):
Member & Non-member	\$299.60

Trainer

Caroline has more than 18 years of invaluable experience as an Editor of lifestyle and technical publications and 15 years teaching business management, environmental and soft-skills communication.

During her numerous corporate exposure with local and foreign delegates, Caroline has closely observed and identified individuals with special learning needs and has maintained that experiential, innovative teaching methods and highly interactive curriculum are key motivational factors that enhance one's communication and personal development skills.

As an ACTA certified WSQ trainer, she has also worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System where she successfully attained industry approved competencies in conducting, planning and designing competency based assessments for business writing workshops.

She has attained the Diploma in Teaching English to Speakers of Other Languages (TESOL) certification through the London Teacher Training College and also teaches English as a foreign language. Caroline is also an MBTI®, DISC Accredited Administrator, Enneagram and Lumina Spark practitioner and she has administered the tools to top level managers and supervisors on managing their communication styles both verbal and written.

Enquiries:

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