

### About the Course:

Business professionals today communicate via a host of different written media, including letters, emails, reports, minutes and memos. The effect of these communications can be improved if they are written clearly, concisely and in a readable way. Whether you are drafting emails to colleagues or having to provide reports for your customers or managers, this intensive training course will provide you with principles, suggestions and formats that can help you write better business documents. A well written and well-structured report is an invaluable tool that decision makers rely on to make informed operational and strategic decisions. It conforms to various structural, punctuation and formatting conventions and more importantly, is clear, accurate, readable and useful! The report writer therefore holds significant responsibility! Report writing is often seen as daunting – but it doesn't need to be. It is simply another business skill that you can acquire and practice.

### Upon completion of this course, participants are better prepared to:

- Understand the true purpose and key principles of effective report writing
- Organise and structure a report logically and present different types of information appropriately
- Plan and organise your report to ensure it is logical and sequential
- Adopt fool proof editing, proof-reading and checking disciplines to ensure your report is flawless
- Perfect your report and apply winning final touches

**Course material and duration can be customised to suit your specific needs.**

Aligned to Unit Standard 12153, 12155 & 110023 at NQF L4