

# Report Writing

Date: Tuesday 15 June 2010

Time: 1.00pm - 3.00pm

Venue: TBA

Cost: £75

Tutor: Lucy Mallet

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## Course Description

All organisations use written documents to inform colleagues of findings, influence colleague's perception on situations/products etc and persuade them to act on these findings. The most common weaknesses with report writing can be structure, report style and/or stating the message clearly.

This course is designed to provide delegates with a skeletal structure that can be used with all reports, looking at identifying their reader so they can confidentially choose the right report style and ensuring that their writing is clear so the delegates are confident their message is being received.

## Course Content

- Identifying different types and styles of reports
- Analysing the skeletal report and how it can be used for different reports
- Analysing the audience to tailor the content to the specific needs
- Using best practice to structuring documents
- Using graphics and images
- Referencing

Please contact Martine Ellis at the Guernsey College of Further Education on 737925 or email [martinee@gcfe.net](mailto:martinee@gcfe.net) to book your place.