

Report Writing Workshop

Objectives

After attending this workshop, participants will be able to:

- Structure and lay out a business report in English
- Write in a clear style appropriate for the reader
- Connect ideas in a logical and effective way
- Write clear recommendations and conclusions

Contents

- Identifying the purpose of a report
- Planning and preparation
- The right tone and style
- Presenting tables and graphs effectively
- Layout and readability
- Summarising and concise writing
- Writing recommendations and conclusions
- Editing and reviewing

Methodology

- Learning by doing - participants are encouraged to work on writing real reports wherever possible
- Detailed feedback from trainer on participants' reports
- Trainer input on how best to structure and plan a business report
- Direct method - English only used during the workshop

Target Group

Professionals who need to write general business reports in English or who may need to do so in the near future.

Prerequisite

Intermediate level of English (B1 on the CEF*)

Duration

3 days

Number of participants

8

Comments

Participants will be asked to bring to the workshop any reports that they have already written in English.

** CEF = Common European Framework of Reference for Language Learning and Teaching.
Check your level of English with IBC's English Fitness Check.*