

Credit Report Writing Workshop

Objectives

After attending this workshop, participants will be able to:

- Write clear and concise credit reports in English
- Write clear recommendations
- Write short reports - e.g. commentaries, internal rating analyses etc.
- Defend recommendations in written correspondence e.g. emails to head office

Contents

- Describing a company's structure and legal status
- Analysing balance sheets, income statements and cash flow statements
- Describing and commenting on a company's recent and current financial performance
- Describing and commenting on a company's business forecast and plan
- Writing base case, downside case and worst case scenarios
- Outlining risks and mitigating factors
- Describing collaterals and deviations from credit standards
- Writing recommendations and conclusions

Methodology

- Direct method – Only English will be spoken
- Learn by doing - participants are encouraged to work on actual credit reports wherever possible
- Detailed feedback from trainer on participants' reports
- Exercises designed to extend financial vocabulary

Target Group

Financial analysts and professionals who need to write credit reports in English or who may need to write such reports 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 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.*