



4D Group

Writing Project Reports

Who Would Benefit?

This is for those looking to express themselves clearly when writing project reports. The principles of this course may be applied to the production of reports in general.

Objective

The course is delivered through the production of example reports by the participants. These may be work related or on other subjects and are to provide reinforcement of the benefits of following the guidelines set out in this course.

Content

How the intended message can get distorted or misinterpreted through ineffective writing

- The Fog index.

Three components of report writing.

- Content, structure and style.

Identify your content.

- Define, gather, select, group and order.

Structure your report.

Review your style.

- The principles of clear writing.

Duration

Half day