Business Report Writing

Sample Content Includes:

- **Types of Reports**
- **Purposes of Reports**
- **Steps for Creating a Report**
- **The 7 Rules of Report Writing**
- **Preparing a Report (brief, research, sources of information)**
- **Organising a Report (what to include, structure)**
- **Writing a Report (results focussed, highlighting features and benefits, figures and graphs, visuals, appendices, logical arguments, conclusions, recommendations)**
- **Revise a Report (proofreading, editing)**
- **Produce a Report (presentation, graphics, execution, impact and message)**
- **Saving & Sending a Report (lead times, version control)**

All courses can be virtual or face to face

Contact us for a full course outline.