



REPORT WRITING

This short course provides the learner with the knowledge, skills, attitudes and values to present information in a report format. The rules and characteristics of report writing will be covered.

» TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- individuals working in administration and who are responsible for presenting information in a report format; and
- department and organisation managers.

Kindly Note: Some content presented in this course overlaps with the short course - Professional Writing Skills.

» BENEFITS

The benefits of this short course include:

- learning the habits of good writing;
- the ability to write clear, concise and easy to read reports; and
- knowing how to convey information, ideas and recommendations in reports.

» ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



UNIT
STANDARD
ALIGNED



OUTCOMES
BASED

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

**PRESENT INFORMATION IN REPORT
FORMAT
(US: 110023)**

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COURSE OUTLINE

LEARNING UNIT ONE WRITING REPORTS



OUTCOMES

On completion of this short course, learners will be able to:

- relate the purpose, content, form, frequency and recipients of a range of reports;
- identify information sources and organisational procedures for obtaining and distributing information;
- compile reports related to a selected business function; and
- liaise with relevant parties and verify that reported information is in accordance with requirements.



DURATION

Two-day contact session.



CERTIFICATION

Option 1: Certificate of Attendance
Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

- The purpose, content, form, frequency and recipients of reports
 - Becoming a good writer
 - Business writing
 - The rules and characteristics of report writing
 - The stages of report writing
 - The major purposes of reports
- Compiling reports
 - The steps in writing a report
 - Usage of graphics in the report
 - Report formatting
 - Style and readability
 - Formal reports
 - Distribution of reports