

# Writing Reports & Proposals

## Learning Outcomes

- Basic techniques for research and preparation of professional reports.
- Identify the key elements in a formal report or proposal.
- Identify the basic methods of presenting information
- Identify the key elements of writing persuasive proposals.
- Identify signposts readers look for in a professional report or proposal
- Learn the guidelines for using signposts correctly.
- Develop sound proofreading and revision checklists.
- Learn the mechanics of footnotes and bibliographies.

## Planning your Report

- Investigation
- Resources
- Search strategies
- Citing sources
- Rules of evidence

## Planning Sequence

- Purpose
- Audience: Primary and Secondary
- Format
- Direct and Indirect
- Evidence
- Organisation

## Main Elements of a Report

- Main elements of a report
- Introduction
- Body/discussion
- Conclusion
- Recommendations

## Sequencing

- Sequencing information
- Chronological
- Order of importance
- Problem and solution
- Least to most
- Other

## Structure

- Rules for headings
- Parts of a Formal Report
- Major heading
- Sub heading
- Secondary sub heading
- Headings as signposts

## Using Tables and Graphs

## Outlining your Report

- Brainstorming
- Mind mapping
- Post-it notes
- Six Thinking Hats

## Writing Proposals vs. Writing Reports

- The Ten Steps of Proposal Writing

### Duration:

2 day course

### Audience:

Anyone who need to produce reports or proposals.

### Prerequisite Skills:

There are no prerequisites for this course.

### Inclusions:

- » Comprehensive, step-by-step Training manual
- » Lunch & Refreshments
- » Free email support

