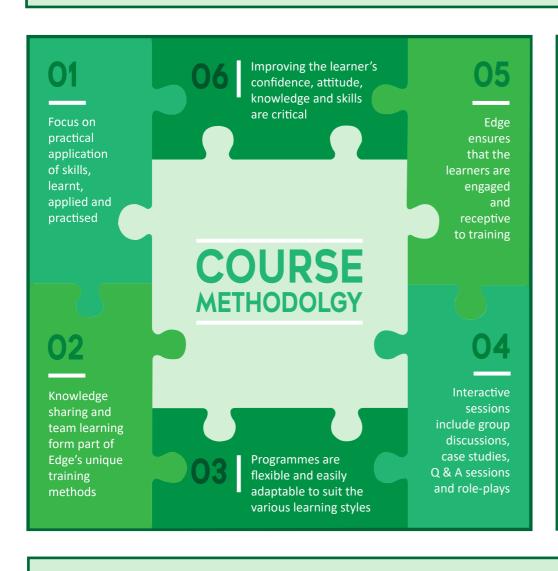


WORKSHOP OUTLINE

- Determine the purpose and recipients of a report
- Investigate and collect information and sources
- Evaluate and organise information
- Prepare the outline
- Organise the report
 - Report sections, covers, Title page, Table of contents and Executive summary
 - Body of the report, Appendices, Terms of reference and Reference list/Bibliography
 - Write the report and recipients
 - Distribution, Deadlines and Feedback



OBJECTIVE

By the end of this course you will understand the difference between writing a report and writing an essay, how to plan, prepare, write, proof read and distribute a business report, and finally be able to make the necessary changes and amendments to the report from the feedback received.

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