

# Report Writing

Soft Skills Training Workshop

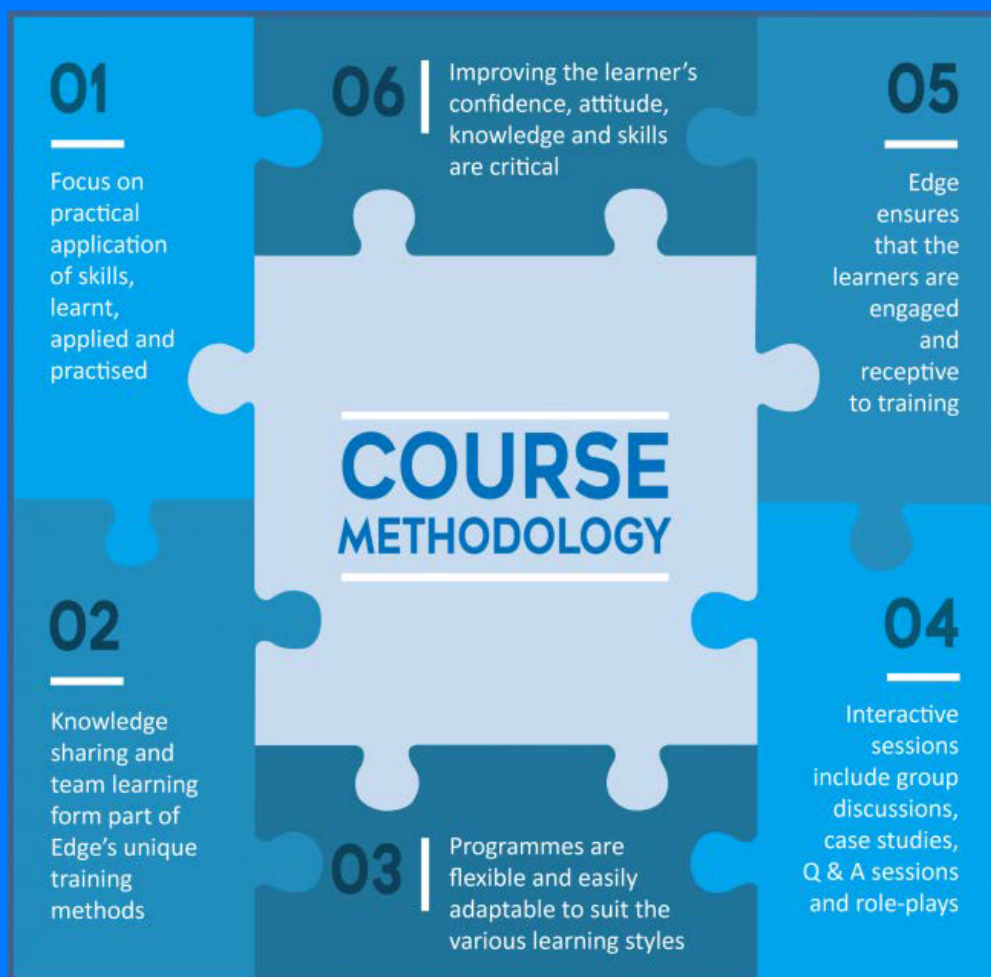
WRITE RIGHT

## 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
  - Executive summary
  - Body of the report
  - Appendices
  - Terms of reference
  - Reference list/Bibliography
- Write the report
- Finalise the report
- Recipients
- Distribution
- Deadlines
- 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.



## About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Most of our Learnerships and Workshops are also offered as online courses.

### Get in Touch

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