

Course Title	Effective Report Writing	Duration	One Day
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ demonstrate their understanding of planning reports & letters ✓ write more interesting letters and reports ✓ write clearer reports ✓ develop a number of models for their own use 		
Prerequisites	None		
Session	Aim	Content	
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 	
Planning	To have a good understanding of planning reports & letters	<ul style="list-style-type: none"> ◆ Problems and solutions ◆ Drafting ◆ Checklists for writing 	
Interesting letters	To know how to write more interesting letters and reports	<ul style="list-style-type: none"> ◆ Letter writing ◆ Structure of a report ◆ Adjudication and closure reports ◆ Active and passive language ◆ Using lists 	
Clearer reports	To be able to write clearer reports	<ul style="list-style-type: none"> ◆ Clear concise communication ◆ Words to avoid ◆ Good and bad writing ◆ Keeping it simple ◆ Grammatical terms 	
Book this course now :			
Cost	Price Code A		
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com		