

REPORT WRITING



Who should register?

When English is not your first language, writing reports is an additional challenge requiring both technical skills and creativity. Writing effective reports is not the same as writing an essay or dissertation and often many people do not have a clear understanding of the best techniques. This workshop is designed for anyone in the non-profit sector who wants and needs to improve writing skills and confidence in order to write effective reports

After participating in this workshop you will be able to demonstrate how to:

- 1) Plan and structure reports for specific purposes
- 2) Avoid common grammatical errors in your writing
- 3) Use proof reading and review techniques to spot errors and inconsistencies in written material
- 4) Produce a report which achieves its purpose and makes a positive impact on the reader
- 5) Document successes as well as progress toward achieving goals
- 6) Report on current obstacles to success and unexpected factors impacting program implementation
- 7) Recognize aspects of good writing style and learn from the good and bad practices of others
- 8) Identify the consequences of sending out poor quality writing to clients and colleagues

Required English Level:

This course is for participants with an advanced level of English. Students who do not have a sufficient English level will not be able to register.

Group size: Maximum number is 6-8 participants. This workshop is delivered at Chez Alpha Books but can also be delivered on-site at your institution

Course dates to be determined based on enrollment.

For more information contact Chez Alpha Books 77 576 0784 or 33 820 6359