

Effective Report Writing

This workshop is for those who prepare, compose, and evaluate reports. The overall goal of this course is to make the report writing process easier by making it more efficient. A systems approach is used to help participants decide what information is necessary and in what order the information should appear. Formal and informal report format will also be covered.

The objectives of this course are designed to help participants:

- Define the purpose and scope of a report
- Collect, organize, and outline report material
- Prepare an introductory summarizing statement
- Design an appropriate report layout
- Use graphics and visuals
- Construct meaningful sentences and paragraphs
- Review and edit reports for content and style

