

BUSINESS REPORT WRITING SKILLS

How to use this workbook

Use the knowledge and skills covered in this workbook to make any report you create look the business.

It is designed to support the topics explored in the Business report Writing Skills e-learning course.

You can work through the entire course, or, if you are on a tight deadline, you have the option to go straight to particular skills you'd like to work on.

As you work through the topics covered in this course, you'll discover how simple changes in the way you prepare, organise and write your reports, can make your reports stand out, and allow you to develop a strong reputation for intellect and professionalism.

WHO SHOULD READ THIS?

- Anyone whose job requires them to prepare business reports.

KEY INSIGHTS

- **Prepare** - Before you write any content, you must invest some time to make sure you've got the essential information covered.
- **Organise** - Gather and organise supporting information to support the purpose and scope of the business report.
- **Graphics** - Graphics form part of any modern, standard business report. Use tables, diagrams and infographics to make your report stand out.
- **Write** - To maximise a report's potential, follow this simple method: structure, style and a KISS!
- **Edit and Correct** - As with any formal piece of writing, business reports will benefit from a thorough proof and edit.
- **Read it out** - If you are going to present your report in a meeting, read it out loud beforehand. This will help your timing and influence the speed and tone of your presentation delivery.

Report Writing Skills S

Michelle Reid



Report Writing Skills S:

Report Writing Skills S Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Report Writing Skills S**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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