



IMSIMBI

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UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Advanced Report Writing Skills – 4 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and the material covers unit standard 110023 at NQF level 4 worth 5 credits and unit standard 12153 at NQF Level 4 worth 6 credits



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COURSE OBJECTIVES

This four-day course is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you write to explain things, to smooth relationships and to convince others of the value of some course of action. Writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. The course will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

When you have completed this course you will be able to define the key concepts associated with Advanced Report Writing and you will be able to: Identify the main obstacles to effective Report Writing and how to avoid them; Understand the nature of a Technical Report and Project Report; Write from the perspective of the writer and the reader.

COURSE OUTCOMES

After attending this course, the learner will be capable of:

- using textual features and conventions specific to texts
- identifying and analysing the intended audience for the communication
- identifying the purpose of a text
- selecting the appropriate text type, format and layout for the purpose
- organising and structuring a technical text appropriately
- using appropriate grammar conventions
- drafting and editing a technical text
- recognising errors and checking for accuracy
- presenting the same information in different ways
- using plain language in business
- Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- Identifying information sources and organisational procedures for obtaining and distributing information relevant to a selected business function
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met



- Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report
- Understand the tools and benefits of Artificial Intelligence (AI)

COURSE CONTENT

Upon completion of this course, the participants should be able to:

- To learn the value of good written communications.
- To prepare reports and proposals that inform, persuade, and provide information.
- To learn how to proofread your work so you are confident it is clear, concise, complete, and correct.
- To provide an opportunity to apply these skills in real work applications.

Understand a range of tools and techniques for Advanced Report Writing

- Use these techniques to build an effective process that can be used to deliver professional results on a consistent basis from Report Writing activity
- Explain the benefits of having an effective Report Writing process in the Organization

Technical reports may be required for a number of reasons such as:

- Detailing activities and results associated with investigating a customer complaint
- Proving that a particular process or product has been validated and meets specifications
- Providing reference material as part of a development project

The value of reports may be that they provide:

- Reference materials that form part of the knowledge bank of the organization
- Documentary evidence of investigation or validation of products and processes

Reports are only of value if they are:

- Based on fact
- Accessible
- Accurate
- Complete
- Compiled by people who are competent



Advanced Report Writing should have:

- Quality
- Data & Information
- Information Uses
- Information Mapping

There are five levels of report writing processes

– Level 4: Managed and sustainable

A robust process is in place and managed

– Level 3: Organized and repeatable

A sound process is in place and is being refined - training is on-going

– Level 2: Rudimentary

A process is taking place but not always enforced

– Level 1: Ad hoc

Little or no coordination of report writing

– Level 0: Oblivious

Reports are written by whoever has time

Data and Information

-Raw data must be gathered

-Raw data is essentially useless in a report

-Raw data has to be translated into information

-Translation leads to:

- Increased knowledge
- Increased understanding
- Increased usefulness

Information Uses

Information is used for three main areas:

- Planning activities
- Monitoring activities
- Controlling activities

Information will flow between all three

Information Mapping

Information mapping is designed to allow the information to be presented in its most useful format

– Analysis

Key areas - purpose, audience needs, information types

– Organization

To create an overall structure based on results of the analysis



– Presentation

To format the information to make it accessible to the intended audience; this involves some translation.

BRIEF COURSE OUTLINE

Module 1 – Writing in Perspective

- Business writing in a professional context

Module 2 – The Writing Process

- The business writing process

Module 3 – Arranging Reports

- Structure and Layout

Module 4 – Writing, Reviewing and Editing Reports

- Language and Grammar
- Agendas, minutes and action minutes
- Writing intelligent E-mails
- Monitoring project progress
- Format for an evaluation report

Module 5 – Presenting the Report

- Homophones and parts of speech

