Unleashing Your Potential

IMSIMBI TRAINING

Course Outline

Advanced Report writing Skills

4 DAYS

This course is accredited by the Services Seta and the material covers unit standards at an NQF level 4: 110023 with 5 credits and 12153 with 6 credits.

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.







julius@imsimbi.co.za
tammy@imsimbi.co.za
margaret@imsimbi.co.za
prince@imsimbi.co.za
gloria@imsimbi.co.za

Course Objectives

Welcome to the exciting world of Report writing

Write with Confidence and communicate with Impact. Great ideas deserve to be heard. Great reports make them impossible to ignore.

Whether you're presenting findings, recommending solutions or motivating for change, your ability to write a compelling report can make all the difference.

In today's professional environment, effective report writing is more than a skill – it's a powerful tool for influencing decisions, building credibility and driving results.

This practical, four-day course will help you transform complex information into clear, concise and persuasive reports that capture attention and inspire action.

Discover how to structure professional reports, overcome common writing challenges and communicate confidently with your intended audience.

You'll explore the techniques behind effective technical and project reports while learning to write with clarity, purpose and impact. Through practical exercises, you'll strengthen your ability to present information logically, communicate recommendations persuasively and produce reports that get results.

Stop simply reporting information. Start communicating with influence.





Course Outcomes

Upon completing this course, the participants will be capable of:

- Using textual features and conventions specific to texts.
- Identifying and analysing the intended audience.
- Identifying the purpose of a report.
- Select the appropriate text type, format and layout in line with your purpose.
- Organise and structure a technical text appropriately.
- Draft and edit a technical report.
- Recognise errors and check for accuracy.
- Utilise AI, focused prompts to drive efficient reports.
- Relate the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business.
- Identify information sources and organisational procedures for obtaining and distributing information relevant to a selected business function.
- Compile reports related to a selected business function, ensuring content and format are appropriate to information requirements.
- Liaise with relevant parties and verify that reported information is in accordance with requirements and purpose of the report.





Course Outline

Self-awareness and Mindfulness

- How can self-awareness improve your writing skills

Module 1: Writing in Perspective

- Business writing in a professional context
- Understanding communication
- The purpose of written business communication
- Methods of communication
- Barries to communication
- The purpose of written business communication
- Types of business texts
- Distribution, storage and record management of business texts
- Problem solving and judgment competencies
- Organisation awareness competencies
- Audience Awareness
- “Results Oriented” competencies
- Competencies of persuasion, convincing and influencing
- Innovation competencies
- Boosting your creative ability





Course Outline

Module 2: The Writing Process

- A process for writing
- Preparing to write:
  - Listing
  - Sorting
  - Planning: Brainstorming and mind mapping
  - Researching
- Writing effective Purpose Statements
- Audience Awareness
- Type of Business documents
- Project Reports
- Analytical Reports
- Collecting and Analysing data
- Artificial Intelligence (AI): to get the most for your report writing skills
- The importance of Graphics
- Interrogating a statistic
- The rule of evidence





Course Outline

Course Outline

Module 3: Arranging

- Structure of a report
  - Title page
  - Executive summaries
  - Contents
  - Introduction
  - Body
  - Findings
  - Conclusion
  - Recommendations
  - Appendices
- Monitoring project progress
- Dealing with evaluation Reports
- Sequencing and Chunking





Course Outline

Module 4: Writing, Reviewing and Editing

- Language and Grammar
- The 7 Cs of Communication
- Apostrophes
- Tips on Joining Words and Punctuation
- Common errors rectified
- Editing for professionalism
- Achieving the right tone
- Checklists



