

Report Writing Course Synopsis

Module 1 – How to study.

Module 2 – Writing Style and Technique – I

The eight parts of speech – nouns – pronouns – ambiguous pronouns – problems with pronouns – verbs – active v passive – conjunctions – adjectives – adverbs – prepositions – the use of numbers.

Module 3 – Writing Style and Technique – II

The 5 Cs – teaming clarity with completeness – circumlocution – avoiding repetition – using the right word – using linking words and sign posts – idioms – jargon – foreign words in English – use of adjectives, adverbs, similes and metaphors – sentence structure – paragraphing.

Module 4 – Preparing to Write Your Report

Routine reports – special reports – technical reports – verbal reports – questions to ask: purpose, readership, content, structure, organisation and style – making notes – using abbreviations.

Module 5 – Form and Layout of Reports

Title page – circulation list – notes and acknowledgements – table of contents – list of illustrations – abstract/summary – introduction – body of report – conclusions – recommendations – appendices – bibliography/references – glossary – index. A worked example.

Module 6 – Constructing a Report

Planning the outline – gathering information – arranging the information – selecting material – interpreting information – writing the report – presenting the report – checking your work: content, design, text and style. Case study constructing a report. Some further aspects of report writing.

Module 7 – Presenting Visual Information

Graphs – bar charts – pie charts – symbol charts (pictograms) – diagrams, plans and sketch maps – charts – flow charts – photographs – tables.

Looking ahead

Supplement: Punctuation and Spelling