

learning
equals
development

EQV Course Outline



■ Effective Written Communication & Report Writing

■ 1 Day

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Effective Written Communication & Report Writing (1 Day)

Business Benefit

Producing effective written communication has always been important in a well-run organisation. The opportunities opened up by word processor software mean that more and more staff are expected to be able to produce high quality written communication.

Who Should Attend?

Managers or staff who wish to improve their written communication skills and report writing.

Learning Objectives

*By the end of this course
you will be able to...*

- Define the impact of communication
- Examine email etiquette
- Set SMART objectives for reports
- Demonstrate how to organise into related groups
- Identify the types of argument
- Describe a classic report structure
- Review the role of a thesis statement
- Examine the importance of an Intro and Conclusion
- Examine the use of plain English
- Apply techniques to make a report readable
- Identify how to package the report

Course Content

- The definition and impact of communication
- Email the advantages and disadvantages
- Mail standards and abbreviations
- 32 tips on email etiquette
- The importance and benefits of reports
- What types of report?
- Corporate templates
- 6 stages of report writing
- Introduction styles
- What is a thesis statement
- Tips on conclusions
- Why is grammar so important
- Using plain English
- How to improve readability
- Packaging the report

2011
Jul 08
Aug 09
Sep 07
Oct 07
Nov 04
Dec 05

2012
Jan 06
Feb 06
Mar 06
Apr 05
May 04
Jun 11
Jul 09
Aug 08
Sep 04
Oct 24
Nov 23
Dec 22

You may also be interested in

Microsoft Word Introduction

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

What Delegates Say about this course

“Great Rapport which is essential for learning”

“Very enjoyable. Learnt new techniques I can put to use straight away”

“Informative & functional”

