

Report Writing

Build essential skills to write with clarity and impact

Write a broad range of high-impact, well-structured and engaging reports in plain English. This session is relevant for anyone who writes all types of reports

Course Outline

This session shows delegates how best to structure reports, to make them readable and engaging to the eye, as well as high impact.

It will also encourage the use of plain English to help the author write with clarity whilst choosing the most appropriate style and tone for the topic and the reader.

By the end of this session delegates will be able to:

- Understand the features of effective reports and the typical challenges that are faced
- Understand how to structure a report, including the use of tools and models
- Write in plain English, with effective use of punctuation and grammar
- Feel more confident and skilled in writing reports.

Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing governorservices@educatorsolutions.org.uk

Audience

All Staff

Trainer

Mary Richards

Date

21/11/2018

Time

1.30 pm - 4.30 pm

A free lunch is provided if you book training sessions in the morning and afternoon on the same day or attend an all-day session.

Venue

Norwich Professional Development Centre

Cost

Free to subscribing schools

£140 per delegate to non subscribing schools

Course Ref

GOV-1118-T022



For more information and to make a booking
www.educatorsolutions.org.uk
or call 01603 307710

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