

## **BASIC SKILLS IN REPORT WRITING**

Good report writing is a necessary skill which every employee should master. The ability to present facts and figures concisely in a well-structured format means that the reader is able to grasp the main ideas quickly without having to waste time in second-guessing what the report is about.

### **Our Objectives**

We aim to

- deliver the basic skills involved in report writing
- emphasise the use of the right language and vocabulary in report writing
- encourage a systematic approach to structuring a report

### **Your Profile**

This course is suitable for all who need to write simple reports for supervising officers or management.

### **Your Results**

At the end of this course, you will learn to

- identify the different sections of a report
- plan, organise and present information in a structured format
- write effective introductions
- write effective conclusions and recommendations
- use appropriate language and vocabulary
- be aware of common mistakes in report writing

### **Our Methods**

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Writing exercises

### **Our Trainers**

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC  
BUSINESS COMMUNICATION CENTRE**

**Course Enquiry**

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