

WRITING DIFFERENT KINDS OF REPORTS

Most people apply simple report writing skills to all kinds of reports. As a result, the reader is often frustrated by the lack of content or the inclusion of unnecessary content in a report. Employees need to know how to write the right kind of report for a specific audience.

Our Objectives

We aim to

- facilitate identification of the different kinds of reports
- deliver the basic skills involved in report writing
- emphasise the use of the right language and vocabulary in report writing for specific purposes
- encourage a systematic approach to structuring a report for specific purposes

Your Profile

This course is suitable for all who need to know how to write the different kinds of reports for supervising officers or management.

Your Results

At the end of this course, you will learn to:

- identify the different kinds of reports e.g. technical reports, progress reports or marketing reports
- plan, organise and present information in a structured format for specific purposes
- write effectively for a specific audience
- use appropriate language and vocabulary for different kinds of reports
- 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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