

EXECUTIVE REPORT WRITING

Purpose:

For those Executives who must write as part of their work then learning how to write executive reports well is critical. Learning to understand the Reader's need and then to organize your thoughts, data and research into a clear, concise, complete, and correct report is an important executive skill. Writing reports can be thought of as a process or as a product. Taking such report writing as a process, then by changing the way we go about writing the report, we can change the finished product: The Executive Report.

Duration:

2 Days

Cost:

R5000 per person

Course content:

- Review the various different types of writing,
- Learn how to make your writing clear, correct and concise,
- Realize the difference of Passive and Active writing to give impact to your report.
- Improve sentence construction;
- Identify some ways to make your writing simpler and easier to read,
- Learn how to improve your writing style,
- Learn a tool that can determine how readable your reports are,
- Improve the way you write your Executive Summary,
- Learn how to write a Conclusion to your reports,
- Review the words and phrases to use to develop powerful reports,
- Learn the words South Africans have difficulty understanding.
- Define the relationship between the Abstract, the Report and the Executive Summary, and learning their structures.



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Benefits :

- Executives are able to write such reports in a known manner, understand

