



Writing Reports and Proposals

Description: This course is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you must write to explain things, to smooth relationships, and/or to convince others of the value of some course of action. Such writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. This course will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

Session One: Course Overview

Session Two: The Stages of Report Writing

Session Three: The First Stage - Investigating

- Gathering Information
- Let's Get Thinking!

Session Four: The Second Stage - Planning

- Choosing a Report Format
- Individual Activity

Session Five: The Third Stage - Writing

- The Nine Rules

Session Six: The Fourth Stage - Revising

- Checklist for Success
- Spelling Test

Session Seven: Using Headings

Session Eight: Using Charts and Graphs

Session Nine: The Proposal

- The Differences When Writing Proposals
- The Ten Steps of Proposal Writing
- Group Writing Exercise

Session Ten: Persuasion

Session Eleven: Practical Application

Session Twelve: Giving Credit

- Citing Sources
- Bibliography Exercise
- Workshop Wrap-Up