

# Report Writing

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## Introduction

Do you find it hard to get your ideas down on paper? Have you been asked to prepare a report or formal document and struggled? This course will help you structure your ideas and content, find the right language and tone and help you avoid the mistakes in spelling and punctuation which other people pick up on.

## What will you learn?

By the end of the course you should be able to:

- Understand the purpose of report writing.
- Identify the preparation required before starting to write a report.
- Plan, edit and proof-read your writing for accuracy and meaning.
- Produce a final copy of a report relevant to you.

## Who is this course aimed at?

Within the Professional Development programme there are individual courses as well as linked programmes which enable you to understand a particular subject area in more depth. Some courses are directed to specific roles and responsibilities within an organisation and therefore require you to have particular experience or a related job role. Others are more general and aimed at improving your skills, knowledge and ability in key areas of organisational management and development.

The Business, Training and Communication Skills courses form part of the Professional Development Programme. These courses aim to improve the way you get your message across, whether you are expected to give formal presentations, write reports or minutes, or deliver training sessions. Whether you do this within your own organisation or externally for clients and stakeholders, what matters is that you have the opportunity to put what you learn on the course into practice at work.

## What are the entry requirements? (If applicable)

There are no formal entry requirements for this course; however people should have some current responsibility or need within their organisation to write work reports of some sort. An ability to use a computer to word process your report would be an advantage but isn't necessary.

## How is it taught?

The course is taught through a varied mix of discussion, task based activities and students undertaking their own report writing exercise. During the course we will look at specific issues relating to the planning and preparation that need to be undertaken before writing a report. You will also look at editing and proof-reading techniques and learn how report writing may require you to adjust your style of writing to suit a particular need or audience. During the course you will be able to work on your own specific example of a report – from your work of voluntary activities and see how this can be improved and developed to ensure it achieves what you want/need it too.

### **How will you be assessed?**

The course is assessed by the completion of simple worksheets which evidence your understanding of why reports are necessary how they differ from other types of writing. You will also undertake a planning exercise which sets out the background to the report and then complete your own report, proof-reading and editing this as you go along. These drafts and final version will demonstrate your learning and development and will be included at that end of the course as part of your work to be assessed.

### **What will you achieve?**

You will achieve 3 OCN credits at either Level 1 or 2

### **What can you do after this?**

You can do a number of other courses as part of the Professional Development Programme including; Public Speaking and Presentation Skills and Minute Taking. If you are interested in specifically developing your literacy skills we have courses at a variety of levels which will develop your writing skills further – see the current Skills for Life section of the short course programme.

### **Who are the tutors?**

The course is run by Iain Sharp.

### **When does it run?**

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

### **Is there a cost?**

This course is free if you are claiming certain types of benefits. Otherwise it is £70 for individual learners or learners from voluntary organisations (£195 for statutory/private sector organisations). If you have already received a mandatory grant while studying at a UK institution for higher education there is a £10 surcharge – this is to partly recoup the resultant loss in funding for the College.

All accommodation, food, teaching & course materials costs are included.

### **How can you apply?**

For more information please contact the short course office on 0121 472 0116 or email [shortcourses@fircroft.ac.uk](mailto:shortcourses@fircroft.ac.uk). You can apply online at [www.fircroft.ac.uk](http://www.fircroft.ac.uk), by post or in person.

