

9.30 introduction

before you write: the report writer as reader
defining your report
why, who and what outcome?

11.00 break

11.20 getting going

research: collecting and analysing your information
what goes where: structuring your report
simple, two-part and multi-part reports

1.00 lunch

2.00 writing it

readability: style, word choice and your audience
pitfalls of style, grammar and punctuation
drafting
working at different levels

3.15 break

3.30 editing
presentation
bringing it all together

4.30 ends