

# Writing Reports and Proposals Workshop

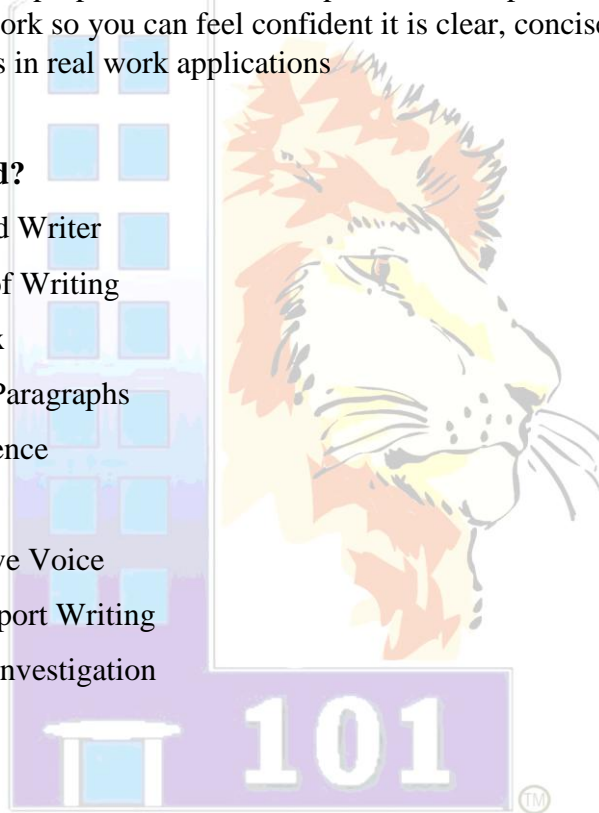
This workshop is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you must write to explain things, to smooth relationships, and/or to convince others of the value of some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

## Workshop Benefits:

- Learn the value of good written reports as a communication tool
- Develop paragraphs that introduce, connect, develop and conclude some part of an idea
- Recognize an appropriate and professional format
- Use headings and subheadings as signposts
- Prepare reports and proposals that inform, persuade, and provide information
- Proofread your work so you can feel confident it is clear, concise, complete and correct
- Apply these skills in real work applications

## What Will Be Discussed?

- ✓ Becoming a Good Writer
- ✓ The Nine Rules of Writing
- ✓ Readability Index
- ✓ Creating Proper Paragraphs
- ✓ Unity and Coherence
- ✓ Emphasis
- ✓ Active and Passive Voice
- ✓ The Stages of Report Writing
- ✓ The First Stage: Investigation
  - Search Strategies
  - Citing Sources
- ✓ The Second Stage: Planning
  - ✓ Audience
  - ✓ Format
    - Using the Correct Format
    - The Direct Approach
    - The Indirect Approach
- ✓ Organization



# Writing Reports and Proposals Workshop

- ✓ The Third Stage: Writing
- ✓ Drafting Your Report
- ✓ Creating a Report
- ✓ The Fourth Stage: Revision
- ✓ Formal Reports

