

# Business Report Writing

**Duration:** 1 Day

## **What Makes an Excellent Report?**

- Components of an excellent report
- Objectives for reports
- Agreeing the objective

## **Planning and Resources for Your Report**

- Brain Writing
- What resources do you need?
- Reading the information

## **Organising Your Report**

- Getting the report in the right order
- Information Reports
- Research Reports
- Proposal Reports

## **Presentation of the Report**

- Making Your Report Memorable
- Layout Style
- Procrastination
- Writing Good English

## **Final Touches**

- Editing the Report
- Writing the Summary and Abstract
- Table of Contents and Indexes
- Proofreading
- Printing