

Course Code:

Department: Language and Communication

Description

This course covers the full life cycle of writing texts such as reports, technical texts, business documents, emails, and similar content. It includes many aspects of report writing such as preparing materials, structuring, presentation, using clear English, persuasion techniques and so on. It is packed with examples of good and bad text to facilitate both processes of training and learning. All guidelines are followed by exercises to help delegates learn the skills during the course.

Objectives

Upon completion of this workshop, the participants will be able to:

- know the different strategies used for report writing
- persuade readers
- collect and organise content
- understand the importance of styling and presentation of reports
- increase the impact through language
- use clear English
- write high impact summaries
- write titles that grab attention
- know how to selling their ideas through language

Outline

Course Content

Report Writing Strategy
Persuading Readers
Collecting and Organising Content
Styling and Presentation
Increasing the Impact through Language
Using Clear English
High Impact Summaries
Writing Titles that Grab Attention
Selling Your Ideas

Mode of Delivery:

- Through presentation, group discussion, role plays and self-assessing exercise

Duration

12 hours /3 hours for 4 days

Course Administrator

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