

Writing Reports and Proposals



This **two-day 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 write to explain things, to smooth relationships and to convince others of the value of some course of action. Writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. This workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

How You Will Benefit

At the end of the workshop you will be able to:

- To learn the value of good written communications
To develop paragraphs that introduce, connect, develop, and conclude some part of an idea
- To prepare reports and proposals that inform, persuade, and provide information
- To learn how to proofread your work so you are confident it is clear, concise, complete, and correct
- To provide an opportunity to apply these skills in real work applications

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

What You Will Cover

- Clear, concise, complete, correct
- Constructing paragraphs
- Readability index
- The Four Stages of report writing
- Planning reports: PAPEO
- Editing and revising
- Direct vs. indirect approach
- Organisational strategies
- Headings and sub-headings
- Tables and graphs
- Format for reports
- Reports vs. proposals
- Steps in the persuasion process

YES! Enrol me now!
REGISTRATION FORM
Writing Reports and Proposals

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

STELLARIS PTE LTD
P.O. Box 13596, Tauranga, 3141
Telephone: 07 577 1891 **Toll Free:** 0800 Be Best **Fax:** 07 577 1893 **Email:** info@Stellaris.co.nz

Stellaris PTE Ltd is registered as a private training establishment by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 and its subsequent amendments.