Specialist report writing (two days)

This intensive workshop is aimed at consultants and other technical specialists. It runs over two days, either consecutively or with a gap of approximately four weeks. Day One is intended to cover principally issues of planning, and Day Two issues of editing.

Objectives

Participants will leave the workshop able to:

- write more efficiently;
- understand the functions of different kinds of reports, especially evaluations and proposals;
- adapt and focus the writing on the needs of the target audience;
- organise material effectively to support explanations and arguments;
- create effective summaries and introductions – and clearly understand the difference between the two;
- improve the style of their text on three levels: paragraph, sentence, word; and
- improve their presentation of material to make it easier to navigate.

This workshop takes an entirely practical approach. It involves close individual critique and coaching. For this reason:

- **numbers should not exceed eight; and**
- **post-course coaching is available.**

Pre- and post-course work

Delegates are asked to send examples of their work to the trainer for critique; they are also invited to bring examples of their work with them on the day. The trainer will critique *one* further example of their work after the course, by email or on site.

alanbarker830@btinternet.com
WATERSIDE VILLA WATERSIDE MERE WARMINSTER WILTSHIRE BA12 6EE
TEL & FAX +0044 (0) 1747 860329   alanbarker830@btinternet.com

Registered Office: 2 CASTLEHAM COURT, 180 HIGH STREET, EDGWARE MIDDLESEX HA8 7EX
Registered in England no: 05847434   VAT registration no: 762 267 127

Specialist report writing (two days)

Outline programme

Day one

What makes writing work?
- Why does writing well matter?
- Identifying what makes writing effective
- Overt messages and hidden messages

Practical work: critique of a range of examples of text

Reports as functional documents
- Key principles of functional writing
- Evaluations and proposals: objectives, audience, structure
- Time management: a structural approach to writing

Planning your material
- Getting to the point: summarising and grouping
- Chunking and sequencing: core planning techniques

Explain or persuade?
- Six modes of explanation
- Persuasion in three dimensions
- Logic: deductive and inductive

Practical work: participants plan, write, critique and rewrite.

alanbarker830@btinternet.com
WATERSIDE VILLA WATERSIDE MERE WARMINSTER WILTSHIRE BA12 6EE
TEL & FAX +0044 (0) 1747 860329   alanbarker830@btinternet.com

Registered Office: 2 CASTLEHAM COURT, 180 HIGH STREET, EDGWARE MIDDLESEX HA8 7EX
Registered in England no: 05847434   VAT registration no: 762 267 127

Day two

The elements of good style
- Composition and the writer's position
- Bringing your writing to life
- Formal or informal: judging what's appropriate

Practical work: short exercises on key techniques.

Editing on three levels
- Creating effective paragraphs and paragraph sequences
- Managing sentence length and structure
- Managing vocabulary, jargon and specialist terminology
- Attention to detail: typos, spelling, punctuation

Practical work on existing pieces of writing, applying the tools and techniques covered.

Presentation and navigation
- Essential apparatus of reports
- Summaries, introductions, appendices
- Navigation aids
- Presenting information graphically: tables, charts algorithms…

Action Session

Participants identify actions that they will take as a result of attending the workshop.

alanbarker830@btinternet.com
WATERSIDE VILLA WATERSIDE MERE WARMINSTER WILTSHIRE BA12 6EE
TEL & FAX +0044 (0) 1747 860329   alanbarker830@btinternet.com

Registered Office: 2 CASTLEHAM COURT, 180 HIGH STREET, EDGWARE MIDDLESEX HA8 7EX
Registered in England no: 05847434   VAT registration no: 762 267 127