



## Report Writing Level 1

A major benefit of this report writing course is that it will help you understand the correct structure and layout of a wide range of reports including formal, informal and individual reports. As part of an administrator's role, you may be asked to investigate a procedure or system that is not running smoothly, or to give an account of an event or incident which has occurred. The theory covered in Report Writing will increase your confidence in completing these tasks efficiently allowing you to provide insight to your role and take on responsibility.

### Benefits to your business:

Your business will benefit from having confident, as well as skilled, team members who are confident in writing reports to convey information, ideas or recommendations to all your various audiences. This will help ensure communication is clear for your business internally and externally with your business now confident when it comes to making decisions purely based on the content of a report.

### Qualification:

This course will cover the basic components of report writing, including formal, informal or individual report writing. The importance of accuracy, brevity and clarity will be explained, especially as decisions in an organisation may be based on the content of a report.

Part of: Business Skills and Short Workshops.

**PLEASE NOTE - We offer this course as a bespoke option. Please enquire to find out costs.**

### Key facts

**Course title:**  
Report Writing Level 1

**Location:**  
Off site location

**Start date:**  
TBC

**Course length:**  
Various

### Choose from these course options

| Course Title           | Location          | Start | Length  |
|------------------------|-------------------|-------|---------|
| Report Writing Level 1 | Off site location | TBC   | Various |