ZING365
Learning without limits

BUSINESS WRITING REPORT & PROPOSAL

WHAT WE WILL COVER

- How to prepare, write and edit a report

- Use of concise writing and language

- Clarifying the reader's needs

- Understanding what you want to achieve in your writing and how to get your point across

- Defining your writing objectives for your audience.

- Using a clear and logical structure, for ease of the reader

- Structuring a proposal

- Structuring and researching formal reports

- Using "plain English"

- Editing your report for accuracy and clarity

- Making it look inviting to read

dwf
PART OF THE DWF GROUP

SUMMARY

Now that so much of life has moved online, strong communication skills are even more important in the digital workplace. Ever had a response from an email that you were not expecting?

Many people are required to write reports or proposals as a regular part of their role – reports to the board, monthly reports, research reports, and proposals to customers.

They are a standard management tool without which it would be impossible to be function efficiently. Despite this, most people are never formally taught how to write them.

Once you learn the skills of professional business writing covered in this course, you are far more likely to get the results you want.

OBJECTIVES

By the end of this course you will;

Understand the different types of professional writing that may be required

Build confidence, grow credibility and personal brand

Know how to prepare, write and edit a written report