



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Advanced Business Report Writing Skills (2 days)

Unit Standards 252040 NQF level-5, 8-credits

Learning Outline

Lesson 1

Purpose of Business Reports

Steps in Writing a Routine Business Report

Elements of Effective Business Reports

Use of Graphics in a Business Report

Lesson 2

Types of Communication

Written Communication

Oral Communication

Purpose of Written Communications

Written compared with Oral Communication

Forms of Written Communication

Lesson 3 : Report Writing

The different types of reports

The Formal report.

Terms of Reference

Findings

Conclusions.

iii. The informal report

iv. Reports and Reporting

v. Classification of Reports

vi. training report

vii. Regular and Routine

viii. Occasional Report

ix. production report

x. Specially Commissioned Reports

xi. Business Report Formats

xii. Organise Your Report

xiii. Reading a Report

i. Elements of Effective Business Report Writing

iii. Reporting all pertinent information

i. Use of Graphics in Business Reports

ii. Why usage of graphics

lesson 4

Templates of company-specific reports

i. Template of CEO (Chief Executive Officer) report

ii. Template of management report

iii. Template of production report

iv. Template of quality control report

v. Template of health and safety report

vi. Sources of information

vii. Knowledge component

viii. Practical job-related application