

# Business Writing Skills- Report Writing



“Adapt your writing to meet the needs, interests, and background of the readers who will be reading Your writing”.

## Training Objectives

- To represent the accomplished activities and task thru presentable report structure.
- To analyze the central theme of the report.
- To appreciate the importance of report language and content in lieu of varied stake holders.

## Key Coaching Topics

- Report Writing- a skill or a talent?
- Key objectives of Report writing.
- Analyzing the Characteristics of a Report.
- Functional / Departmental Reports.
- Report Writing Structure and Formats.

## Delegates will be able to:

- Adapt the varied formats and styles of Report Writing.
- Recognize the relevance of structuring the report based on observations.
- Appreciate the importance of Report Drafting, Editing and Proofreading.
- Appraise the flow of the report based on the suggested recommendations

### Venue:

**Kinnesqui training centre**

**Duration: 4 hours**

**Investments: Rs. 1500/-  
plus Service Tax**

*The above cost includes  
Professional training  
Reference material  
Breakfast/ Hi-Teas*



**Kinnesqui**

*Connecting body, mind & soul  
A division of TQMS*

## *Contact us at*

***KINNESQUI training centre***

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“Many Reports that You write in the course of Your career cannot be always be classified as the best. As a Writer, the challenge will be to design a report best suited to the assignment at the hand”.