Writing Reports and Proposals

Course Description

This two-day workshop is intended to help you prepare professional reports and proposals. As a manager at any level in business, government, or industry, you must write reports, to explain things, or to present your research findings. You may also write proposals to convince others of the value of some course of action.

Pre-assignment: Bring a sample of a report you have done for critiquing, as well as information you will use to write an upcoming report or proposal.

Learning Objectives

The goal of this workshop is:

- To learn the value of good written communications.
- To develop paragraphs that introduce, connect, develop and conclude some part of an idea.
- To prepare reports and proposals that inform, persuade and provide information.
- To learn how to proofread your work so you can feel confident it is clear, concise, complete and correct.
- To provide an opportunity to apply these skills in real work applications.

Outline

Day 1

- Pre-assignment
- Making Writing Clear, Complete, Concise and Correct
- Planning Your Report
- Planning Sequence
- Main Elements of a Report
- Sequencing Information
- Parts of a Formal Report
- Rules for Headings
- Tables and Graphs
- Outlining Your Report

Day 2

- Checklist for Revision
- The Ten Steps of Proposal Writing
- The Acid Test
- A Strategy
- Steps to Persuade
- Tough Questions
- Review
- Personal Action Plan