



**Training Workshop on  
Report Writing Skills  
April 16-18, 2014 at Hyderabad**



### **Introduction**

Good ideas do not always get the attention that they deserve. Frequently, badly organized, wordy reports tend to hide important information, and the important messages are lost because reports play an essential role in many organizational operations, they need to be read, understood, and often acted upon. Unfortunately, most of us have too much to read and too little time to plough through all of the paperwork that lands on our desks.

If writers include too much information or too many words, they produce reports that are lengthy, wordy and difficult to read; if they use overly-formal language and an inconsistent or inappropriate layout, their reports will be unappealing and unclear.

### **Objectives**

Participants will learn to:

- Use a number of easy-to-learn report-writing techniques
- Ensure the reports are well structured, flow logically and look professional
- Make reports easier to read, and therefore to understand
- Make essential parts of the report stand out
- Make easier for different readers to navigate around the report
- Produce documents that enhance the image of both the writer and the organization

### **Course Outline**

<b>1. Systematic preparation/planning</b> <ul style="list-style-type: none"><li>• considering the purpose</li><li>• considering the readers</li><li>• considering the context</li></ul>	<b>4. Finishing techniques</b> <ul style="list-style-type: none"><li>• Professional presentation</li><li>• Using a consistent format, style, layout</li><li>• Writing an executive summary</li></ul>
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<p><b>2. Logical structure</b></p> <ul style="list-style-type: none"> <li>• Structuring for logical flow</li> <li>• Organizing ideas</li> <li>• Balance and emphasis</li> <li>• Planning the content</li> </ul>	<p><b>5. Language choice</b></p> <ul style="list-style-type: none"> <li>• Using plain English</li> <li>• Being clear and concise</li> <li>• Writing accurately and smartly by avoiding common mistakes</li> </ul>
<p><b>3. Guiding the reader</b></p> <ul style="list-style-type: none"> <li>• Constructing titles, headings and subheadings</li> <li>• Producing effective lists</li> <li>• Using visual aids and examples</li> </ul>	<p><b>6. Report Writing Exercises</b></p> <ul style="list-style-type: none"> <li>• Group work</li> <li>• Discussion &amp; feedback on participants' reports</li> </ul>

### Who should attend?

Professionals who are actively engaged in writing of different reports including monitoring, progress, annual reports of project and programme and field based reports

### Methodology

It will be an interactive workshop filled with fun and learning. Participants will practice the techniques for writing effective reports using their own templates and learning from the trainers' experiences of applying different formats. Several exercises on each writing technique will be included to enhance participants' understanding. An effort will be made to address participants' work/writing related problems also.

### Course Fee

The training fee is PKR 20,000 covering all training costs including cost for training material, resource kit, stationery, certificates, group photo, lunch and tea during training. Further details of the discount are as follows:

- 10% discount for registering two or more participants.

- One free seat on registering five participants

**Timings** 0900 – 1700 hrs daily

### **Registration**

Please fill the registration form and send it to Mr. Adeel Gul at [adeel@hrlc.org.pk](mailto:adeel@hrlc.org.pk) or [training@hrlc.org.pk](mailto:training@hrlc.org.pk). For more information, please contact **us** at: **Tel:** 051- 4900485-6 **Cell:** 0322-9403507