Planning, Organizing and Writing Effective Reports

Description: Good communication planning involves identifying the audience, purpose, medium, and occasion of the communication. Planning a report can be made easier by following the PQRST approach: making sure the Purpose of the report is clear, identifying important physical Qualities of the finished report, understanding the information needs of Readers, understanding the Setting in which the report will be read and used, and defining the breadth and depth of the Topic to be addressed. By organizing the report around the flow of information through the organization, writers can improve how they think about the report and can write reports that better meet the organization's needs. Finally, using techniques to improve the processes of planning, drafting, revising, and polishing, writers can produce reports faster and better.

Objectives of the Presentation:

Participants will learn how to:

- Plan a report
- Organize a report
- Identify and classify audiences
- Analyze an audience's information needs
- Write a single report for multiple audiences
- Improve the process of writing a report

Why Should you Attend:

Given the importance of report writing in companies across the spectrum, writing an effective report quickly and effectively can be an important skill for most upwardly mobile managers.

Who can Benefit:

Anyone who writes reports as part of their job

- Managers
- Executives
- Technicians
- Researchers
- Salespeople
- Compliance officers
- Consultants
- Accountants

Topic Background:

Many executives, professionals, and managers spend between 30% and 60% of their day reading, writing, and responding to e-mails. In some surveys, 60% of companies report that they "frequently" or "almost always" rely on technical and formal reports to operate. Being able to write an effective report quickly is an indispensable skill for most managers and executives.

Contents:

Areas Covered:

- Problems with report writing in industry
- Qualities of an effective report
- Identifying and defining the audiences for the report
- Making arguments for fact, value, or policy
- Common errors in writing reports
- Ways to write a report more quickly
Ordering:

Order Online - http://www.researchandmarkets.com/reports/3640205/

Order by Fax - using the form below

Order by Post - print the order form below and send to

Research and Markets,
Guinness Centre,
Taylors Lane,
Dublin 8,
Ireland.
Fax Order Form
To place an order via fax simply print this form, fill in the information below and fax the completed form to 646-607-1907 (from USA) or +353-1-481-1716 (from Rest of World). If you have any questions please visit
http://www.researchandmarkets.com/contact/

Order Information
Please verify that the product information is correct and select the format(s) you require.

<table>
<thead>
<tr>
<th>Product Name:</th>
<th>Planning, Organizing and Writing Effective Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Address:</td>
<td><a href="http://www.researchandmarkets.com/reports/3640205/">http://www.researchandmarkets.com/reports/3640205/</a></td>
</tr>
<tr>
<td>Office Code:</td>
<td>SCPLVRZO</td>
</tr>
</tbody>
</table>

Product Formats
Please select the product formats and quantity you require:

- Online Access (Recorded) - Single User: [ ] USD 300
- CD - Enterprisewide: [ ] USD 450 + USD 57 Shipping/Handling

* Shipping/Handling is only charged once per order.

Contact Information
Please enter all the information below in BLOCK CAPITALS

Title: [Mr] [ ] [Mrs] [ ] [Dr] [ ] [Miss] [ ] [Ms] [ ] [Prof] [ ]
First Name: ____________________________________________ Last Name: ____________________________________________
Email Address: * ____________________________________________
Job Title: ____________________________________________
Organisation: ____________________________________________
Address: ____________________________________________
City: ____________________________________________
Postal / Zip Code: ____________________________________________
Country: ____________________________________________
Phone Number: ____________________________________________
Fax Number: ____________________________________________

* Please refrain from using free email accounts when ordering (e.g. Yahoo, Hotmail, AOL)
Payment Information

Please indicate the payment method you would like to use by selecting the appropriate box.

☐ Pay by credit card: You will receive an email with a link to a secure webpage to enter your credit card details.

☐ Pay by check: Please post the check, accompanied by this form, to:

Research and Markets,
Guinness Center,
Taylors Lane,
Dublin 8,
Ireland.

☐ Pay by wire transfer: Please transfer funds to:

Account number 833 130 83
Sort code 98-53-30
Swift code ULSBIE2D
IBAN number IE78ULSB98533083313083
Bank Address Ulster Bank,
27-35 Main Street,
Blackrock,
Co. Dublin,
Ireland.

If you have a Marketing Code please enter it below:

Marketing Code: ____________________________

Please note that by ordering from Research and Markets you are agreeing to our Terms and Conditions at http://www.researchandmarkets.com/info/terms.asp

Please fax this form to:

(646) 607-1907 or (646) 964-6609 - From USA
+353-1-481-1716 or +353-1-653-1571 - From Rest of World