

# Report Writing

## What Can You Expect?

Professional business people are expected to report on activities, work done, projects, accidents, information gathered and results of an investigation. Important decisions are made according to the results of these reports. Therefore, it is imperative that delegates learn how to write effective reports.

## Who Should Attend?

All members of staff that are required to gather information for reports, write reports, report on activities in the workplace. Staff that respond to client complaints in writing.

## 2 Day Course Content

- The purpose of reports is defined
- Regular reports are identified for selected organisations
- The information needs of the organisation are linked to the purpose of each report
- Templates are explained and created for selected reports
- The importance of the audience of a report is explored
- Information sources are identified, listed and linked to the report
- A report is compiled using current information to provide accurate and objective facts
- Structure of information (introduction, details, and conclusion)
- The report is checked and proof read using a check list prior to distribution
- Evaluate the report in terms of information, accuracy and usefulness
- Make possible amendments in line with suggestions

## Assessment Strategy

Keybase is accredited with the Services Seta. The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard. Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 110023

**NQF Level:** 4

**Credits:** 6

**US Title:** Present Information in Report Format

This course is interactive and includes role-plays, group discussions, and practical activities to ensure a clear understanding of each topic.



Services Seta Accreditation No: 4135



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