

***We commit, we deliver!***

**One day  
training**



# Effective Report Writing

**Timing:**  
**9:30 AM – 5:00 PM**

**8 March 2018**

**Register!**

This One day course will give you the writing tools required to write clear, concise, complete, and correct reports for your professional work. You will learn techniques and structures to write convincingly and credibly, researching the purpose of the report and your audience to tailor your writing to their needs. This training course will provide value to anyone who writes to persuade or influence, and for those who need to write more concisely. If you are responsible for writing or disseminating reports to internal or external audience, this course will enhance your proficiency in facilitating their understanding.

**Last date to register 1st March 2018.**

## What will you learn on the course?

- **Report Formats**

Understanding of different report formats - when and why they are necessary.

- **Report Planning**

Ask why, what, who, when, how?

- **Implement the plan**

Define the aims of the report, learn accepted report structures

- **Writing the Report**

Assimilate material from different sources and organize into a logical sequence, isolate fact from fiction. Use of visuals, appendices, indexes and bibliographies to enhance your report.

**8,000 PKR**

Includes training  
resources, lunch,  
tea and certificate.

**Legal Researchers**

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