



Report Writing

Presented by the School of Languages, University of Pretoria

26-27 Mar | 25-26 Jun | 3-4 Sep | 19-20 Nov

In private, public and academic contexts, good report writing skills have become essential for managers and employees. Although report formats are partially determined by in-house styles, analytical reports have a conventional format.

This short course in **Report Writing** is designed to equip you with the knowledge and skills to write professional and scientific reports that conform to conventional formats, and communicate the main message effectively and efficiently.

Course content

Unit 1

Report types

- An overview of report types and their purposes
- Using a functional approach to report writing

Unit 2

Planning your report

- Studying the terms of reference
- Determining audience and purpose
- Gathering information
- Organising the facts
- Analysing and interpreting data
- Writing the report
- Formatting the report and inserting visuals
- Editing and revising the report

Unit 3

Writing an effective report

- Content
- Main sections and subsections
- Language and style (paragraphs, linking phrases, tense)

Unit 4

Formatting and inserting visuals

- Using space efficiently
- Using visually pleasing and readable typography
- Formatting tables and captions
- Choosing appropriate pictures, graphs and charts

Unit 5

Editing and revising your report

- Checklists and rubrics for revision

Learning outcomes

After successfully completing this course, you will be able to

- demonstrate an understanding of different report types, and in particular analytical reports that require research
- know how to interpret and respond to briefs/terms of reference
- be aware of the different phases in the report-writing process, and be able to apply them recursively
- know which main elements are regularly included in reports, and how they are typically ordered
- know which style, tense and level of formality to use, and how

these are influenced by the (various) audience(s) that might read the report, and

- write a full-length analytical (scientific or professional) report in response to an authentic brief from the participant's line-manager or supervisor (which should be provided to the course presenter at least three days before the start of the course).

Who should enrol?

This course is ideal for you if you are an individual who requires the skill of report writing in order to add value to their contributions in the workplace.

Course fees

R4 550.00 per delegate (VAT incl.)

Course fees include course material, refreshments and/or other materials.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates should at least have a business writing certificate or National Senior Certificate.

Accreditation and certification

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Registration and enquiries

Course coordinator

Nishana Naran
Programme Manager
Tel: +27 (0)12 434 2612
Cell: +27 (0)83 414 9659
Email: nishana.naran@enterprises.up.ac.za

Course leader

Prof Adelia Carstens
School of Languages
Tel: +27 (0)12 420 6859
Email: adelia.carstens@up.ac.za

Shifting knowledge to insight

