

Writing Reports and Proposals

It is essential to understand how to write reports and proposals that get read. We write reports in a range of formats and a variety of purposes. Whether you need to report on a product analysis, inventory, feasibility studies, or something else, report writing is a skill you will use again and again. Having a method to prepare these documents will help you be as efficient as possible with the task. This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles.

Participants should complete Velsoft's *Business Writing That Works* course before taking this workshop.

What Will Students Learn?

- ✓ Prepare reports and proposals that inform, persuade, and provide information.
- ✓ Review your work so that it is clear, concise, complete, and correct.
- ✓ Apply these skills in real work applications.

What Topics are Covered?

- ✓ The stages of report writing (investigating, planning, writing, and revising)
- ✓ Using headings, charts, and graphs
- ✓ The parts of a proposal
- ✓ Persuasion, designing a message, and tough questions
- ✓ Giving credit

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion