

# Effective Report Writing

## Get your message across with impact!

Other report writing courses will tell you that you would be able to write in 3 days – we all know that is impossible! It takes years of practise!

### Why should you attend this course?

Because it's an intensive, hands-on course giving you enough opportunity to practise the basic writing skills to improve your writing substantially. With the help of a skilled and renowned facilitator, you will be able to:

- identify texts used in the workplace
- give an indication of the purpose of each text
- decide on the tone, narrative voice appropriate to context, purpose and audience and
- produce texts in different formats, i.e. memorandums, letters, reports

The training methodology is highly interactive. The activities presented during the intervention are designed to encourage dialogue, stimulate critical and independent thinking and allow participants to gain confidence by demonstrating what they already know and have acquired.

Mini assignments will be expected of the participants each day to be assessed by the facilitator and returned individually with comments during the following day's presentation. Skills practice will be conducted in a constructive and positive atmosphere where attention is focused on building confidence and competence.

### Your learning facilitator

**Gus de Villiers** has extensive experience as an English language trainer and has served in several capacities including the teaching and lecturing of English at different schools and tertiary institutions, editing, as well as the drafting of policy documents and directives.

This course is offered on NQF level 5.

**Cost: R7250 ex VAT. Closing date for registration: 7 March 2012!**

**A 5 day interactive and intensive course designed to help you:**

- Apply basic linguistic tools
- Draft documents
- Understand client expectations
- Provide the client with a conceptual framework to interpret the drafted material

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**Who should attend?**  
**Everyone**  
**who needs a kick-start in report writing!**

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**What other participants said:**  
**"Gus is awesome and made the learning so enjoyable!"**  
**"Really worthwhile!"**

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**Only 12 persons allowed for best results!**  
**Register now!**