

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 and is certified by the Stellenbosch University's Centre for Knowledge Dynamics and Decision-making. A certificate of competence will be issued by the University on successful completion of the assignments.

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

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

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

Only 12 persons allowed for best results!
Register now!

REGISTRATION FORM

EFFECTIVE REPORT WRITING: 9-13 NOVEMBER 2009

Delegate details

Please register the following delegates:

NAME OF DELEGATE	COMPANY	JOB TITLE	E-MAIL ADDRESS	TELEPHONE
1.				
2.				
3.				
4.				

Costs:

- Costs per person: **R6350 + VAT = R7239**
Includes all course material, venue, lunch, refreshments, assessment and certification. Accommodation and travel not included.
- 5% discount applies to group bookings for more than 4 people

Invoice Details:

An invoice will be e-mailed to you after we have received the completed registration form. Please complete the details below for invoicing purposes.

Company/Department		Company Vat No.	
Person responsible for payment		Billing Address	
E-mail address		Contact Tel Number	

Special Needs:

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Payment:

- Upon receipt of your completed registration form, an invoice will be sent to you for payment to be made, with a vendor number where applicable.
- Please provide us with a Purchase Order number or proof of payment by **4 November 2009**. No-one will be allowed on the course without these.

Please note:

- Bookings are deemed to be confirmed on receipt of the registration form (i.e. the registration form is a legal contract).
- Cancellations will be accepted until 6 November 2009. Replacements will be accepted.
- Please e-mail or fax this form to dalene@4knowledge.co.za or 0866195830 to register your delegates. Please call 082-413-1922 for any enquiries.

These courses can also be provided in-house for customised training for your personnel. Please contact us for details.

An Advanced 3 day course on Writing for Decision-making will be held on 4-6 November 2009.