

Business Report Writing

Master professional formal writing skills in your business documents

24 - 25 July 2024

This is an **interactive Virtual Instructor-Led Training (VILT)**.
Kindly ensure you have a working Webcam and Headset with Microphone.

KEY BENEFITS OF ATTENDING

- **UNDERSTAND** the true purpose and key principles of effective report writing
- **CLASSIFY** the types of business documents
- **ORGANIZE** and **STRUCTURE** your report writing systematically
- **PLAN** your report to ensure it is logical and sequential
- **ADOPT** full proof-reading and checking disciplines to ensure your report is flawless
- **APPLY** winning final touches to end your report well
- **PRESENT** your report confidently to your audience