



**Truro
and
Penwith
College
Business
Centre**

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business**

Truro and Penwith College Business Centre
Palace Building, Quay Street, Truro,
Cornwall, England TR1 2HE

t: 01872 242711
f: 01872 242710
e: businesscentre@truro-penwith.ac.uk
w: www.trurocollege.ac.uk/businesscentre

business

Report Writing and Business Grammar

Course Overview:

Writing and producing professional and correct reports and/or documents within a business environment can have a significant impact on business success. On this seminar you will discover simple techniques and strategies to ensure that your documents look and read professional.

Course Content:

This one day Business Skills Seminar gives you the necessary skills to be able to construct, write and present an effective report that gets the result you want. You will discover how to plan and structure your report to meet the recipient's needs, identify and analyse appropriate data and produce an effective report that is relevant, sufficient, credible and understandable.

Topics covered include:

- Report Writing
- Information Management
- Qualities of Well Written Reports
- Reports and Communications
- Types of Reports
- Purpose of Reports
- Effective Reports
- Writing Proposals
- Reviewing and Analysing Information
- Legal Considerations
- Deadlines
- Sources of Information
- Questioning Skills
- Presenting Reports
- Effective Writing
- Making Connections
- Self Review

Who is the Course For?

This seminar is ideal for anyone involved in writing reports within a business environment.

Delivery Method:

This seminar is delivered in one day through a variety of practical activities, role play, individual work, group work and teaching. On completing this seminar delegates will receive a certificate of achievement.

Time Commitment:

This course is delivered in one day.

Class information:

- 10 December 2009 Tregye, Carnon Downs £115.00

Why Choose Truro and Penwith College Business Centre?

- One of the **Top Ten** Colleges in the UK
- One of the few Colleges to be awarded **Beacon College** status
- Awarded the **Training Quality Standard** for providing outstanding training and development for employers
- The first College in the UK to be awarded **Designated Outstanding** status by Ofsted (Nov 2006)
- One of the **newest** and most **innovative** Colleges in the UK
- First College in the country to gain College wide **matrix accreditation**
- Management tutor recognised as **one of the top three** in the country by ILM
- Awarded the Sfed **Centre of Excellence** in Enterprise and Business Support
- Member of the **South West Business Skills Academy** a group of world-class learning providers.
- **Outstanding** Learning Resources Centres, building and facilities

For further information and an application form please contact:

Denise Caff, Truro College, Palace Building, Quay Street, Truro, Cornwall, TR1 2HE
Tel: 01872 242711

Truro College offers free impartial advice and guidance on all courses.
This service is available from our guidance officers.