

LOGICAL REPORT WRITING SKILL

- ◆ You felt so annoyed as you were asked to revise the report so many times, and you could understand what your superior expects from this report?
- ◆ The superior was not convinced by what you presented in the report, while you need to persuade him!
- ◆ The superior sometimes commented "I do not understand what you mean" while you tried to make a lot of details to explain.

Through the course, you will understand report's various types, characteristics, and purposes, also learn how to logically structure the content, write the sentence and design the report to be able give out an easy-to-understand and persuasive report.

CONTENT

Part 1: Types of reports

- ◆ Common types of report
- ◆ Types of reports and the main points, basic requirements for each type of reports.
- ◆ Attention before writing a report (5W1H)

Part 2: Let's think of structure of a persuasive report !

- ◆ The sequence to structure the story
- ◆ Applying logical thinking into story structure (Triangle logic, Logic tree, MECE)
- ◆ General structure for each type of report

Part 3: Presenting the report in writing

- ◆ Basic requirements when make the report: Precise, Specific, Easy to understand
- ◆ Requirements for reports using MS.Word
- ◆ Requirements for reports using MS.Powerpoint
- ◆ Other tools to write reports (Email..)

Part 4: Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



- ➔ Understanding how to write report and important points for writing a good report.
- ➔ Be able to make a brief and clear report so that the readers can understand easily.

TARGET



- ☒ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

METHOD



30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.



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