

Report Writing and Presentation Skills

Want to compose a persuasive write up?
Want to produce an attractive presentation?

Introduction

Business reports are vital to a larger organization. You will probably write complex and formal reports when you work for a large organization. A business report is an orderly and objective & communication of factual information that serves a business purpose. As key words orderly communication a report is prepared carefully. The objective quality of a report is its unbiased approach. Reports seek the truth. They avoid human bias. This course is intended to develop confidence in communicating in the target language. This intensive course will equip them with the skills required in the language through Krashen's I+1 approach that will ensure that their skills are constantly improved and challenged. The course is presented through mini-units of various situations encountered by the participants that he or she will likely have the need for report writing and presentation skills.

Experiential Learning will be employed to ensure that the students realize their own target, strengths and weaknesses.

Program Objectives

This program aims to:

- Provide skills and knowledge on presentation and writing
- Have an impactful writing and fascinating presentation
- Understanding the requirements of formal writing
- Choosing vocabulary to maximize effectiveness

Learning Outcomes

After completing this program, the candidate should be able to:

- Tailoring structure to strengthen the impact
- Crafting layout to enhance readability
- Writing accurately using correct spelling, punctuation and grammar
- Creating outstanding reports, essays and formal letters
- Use of advanced MS word in report formatting

Who should Attend?

Professionals who regularly write reports and present for an external or internal audience, technical or non technical experts who are required to write reports for a non-expert audience, anyone whose role has changed to include more report writing

Methodology

Interactive lecture, videos, presentation, discussion, case study, case simulation, Socratic questioning, flipped classroom, brain-storming, worksheet, problem solving, inductive method, team exercise, peer to peer, action learning, coaching and mentoring

Program Outline

Time	Day One
9.00am– 10.30am	Introduction of Presentation Skills and Report Writing This module starts with the easy Guide to Language (Pre Test). The participants would start the session with the introduction to presentation skills and report writing. At this module, participants would learn formal writing and writing essentials. At the same time, the participants would learn the common factors in language learning.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Common language structures and templates This module exposes participants with an overview of the language structures and common factors in using a language. At this module, the participants would master formal writing that helps to communicate the messages to the stakeholders.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Preparing a High-Quality Report In this module, the participants would learn varied, accurate vocabulary. In addition, the participants are trained on how to conduct sound planning and perform solid research during preparation.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Report Writing In Action In this module, the participants would start to craft the report. A basic concept such as logical, maximum-impact structure, easy to follow layouts, skills and understanding language are emphasized in this module.
Time	Day Two
9.00am– 10.30am	Enhancing Report Quality In this module, the participants would learn techniques of editing and proofreading. In addition, the participants would start to master persuasive writing. Application of AI is shared.

10.30am-11.00am	Morning Break
11.00am-1.00pm	<p>Application of Technology in Report Writing</p> <p>In this module, the participants would apply the Advanced Microsoft Words and macro in writing. This hand-on module helps the participants to produce a high-quality report. Application and usage of AI writing tools are shared.</p>
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>From Report to Presentation</p> <p>In this module, the participants would learn the secret of presentation skills and methodology to speak confidently. This module aims to prepare participants to apply Socratic Based methodology to anticipate during the presentation session. The most unique thing about this module is the verbal and non-verbal during the presentation. The participants would learn to use the emotive words carefully and how to apply non- verbal signals such as hand, eye, hand, arm, leg, space professionally during the presentation</p>
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Practicing Good Public Relations</p> <p>In this module, the participants would learn the secret of how to display appropriate professional behaviour during presenting a report. All participants need to present the report prepared in this session.</p>