



## Report and Proposal Writing

**Duration: 2 Days**    **Course Code: GRPWE100**

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### Overview:

During the Text Strategies for Greater Effectiveness training course you will learn to think, work and write according to a practical method for text strategy: Three Thought Processes for Stronger Texts. This course teaches you how to think about a text before you start writing and the necessary writing skills.

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### Target Audience:

Anyone who wants to develop or improve their report or proposal writing skills

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### Objectives:

- What You'll Learn
    - Identify the value of different types of reports and proposals, and explore common problems found with them
    - Identify the prime objectives and outcomes of your report or proposal
    - Analyze your intended audience in terms of knowledge, needs and attitudes
    - Map out preliminary content, and identify and develop solutions for obstacles
    - Structure the opening, body and summary of your report or proposal
    - Develop an executive summary
  - Illustrate data, statistics and information
  - Use effective grammatical structure and write in a clear, concise manner
  - Differentiate between fact and opinion
  - Edit your documents using an editing checklist
  - Structure and write letters and mini-reports and proposals
  - Properly package your report or proposal
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### Prerequisites:

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### Follow-on-Courses:

There are no follow-ons for this course.

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## Content:

### Course Outline

#### 1. Benefits for the Individual

- Greater ability to plan and structure written communications based on audience needs and attitudes
- Enhanced skill in creating clear, concise and high-impact reports or proposals
- More effective use of language and grammatical structure
- Greater confidence in producing effective written communication
- Improved success rate in winning approvals internally and with customers
- Proposals and reports that more clearly describe the needed information for updating progress, achieving business goals and capitalizing on business opportunities
- Better results and goal attainment inside and outside the organization
- Establishes a consistent, qualitative benchmark and standards for written communications
- Enhanced skill in creating clear, concise and high-impact reports or proposals
- More effective use of language and grammatical structure
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#### 2. Benefits for the organization

- Skilled writers who can communicate more clearly and influence others
- Enhanced skill in creating clear, concise and high-impact reports or proposals
- More effective use of language and grammatical structure
- Greater confidence in producing effective written communication
- Improved success rate in winning approvals internally and with customers
- Proposals and reports that more clearly describe the needed information for updating progress, achieving business goals and capitalizing on business opportunities
- Better results and goal attainment inside and outside the organization

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### Further Information:

For More information, or to book your course, please call us on 0800/84.009

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[www.globalknowledge.com/en-be/](http://www.globalknowledge.com/en-be/)