



Report Writing

COURSE VENUE

a) Public Program

Stradford International College / External Training Locations

b) In-house Program

Inhouse / External Training Available.

WHO SHOULD ATTEND

- o Project Managers /Supervisors
- o Team members working on projects

CERTIFICATION

Certificate in Report Writing
by Stradford International College (S I C)

OVERVIEW

A method to write a good quality report of each project phase with diagrams and tables of the project status in a presentable standard format

LEARNING OUTCOMES

- o To write a good report
- o To fulfill the University requirement
- o Able to write a good report.

OBJECTIVE

By attending the course, participants will be able to learn

1. Understand the purpose of a report
2. Plan a report
3. Understand the structure and format required
4. Will be able use the appropriate style of writing and present the required data
5. Conclude and make required recommendation

COURSE OUTLINE

- o Introduction for writing a report
- o General background on format details
- o Pagination and chapter, sections and part division headings
- o Title page, Abstract, Acknowledgement and table of contents
- o Literature survey if required
- o Methods
- o Results
- o Discussion
- o Conclusion
- o Reference material
- o Appendix