

# Put it in Writing:

## How to Prepare, Organize, and Present a Compelling Business Report

### Course Description

### Course Objectives

Successful completion of this course will increase your ability to:

- Identify how to prepare the content and structure of your report.
- Discover the elements that make up some of the most common types of reports.
- Learn techniques for making your report clear, credible, professional, and accurate.
- Understand how to best present the content of your report.

### How You Will Benefit

Sharing information in the form of a report is an integral part of most workers' daily responsibilities. Without the right information or the right delivery (both in writing and in person), a report can do more to hinder communication than support it. Many employees struggle in these areas, producing instead reports that are unorganized, wordy, overly formal or informal, and inconsistently formatted, resulting in unnecessary confusion and a loss of credibility.

Effective preparation and presentation are key to reporting. Taking the time to plan—to identify your purpose, your reader, and your key points—offers numerous benefits, both to you and your organization. Quality reports help to add focus and context to decision making, manage expectations about current and future projects, instill accountability, encourage best practices and shared learning, and solve problems objectively.

### What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts through role-play
- Thorough set of materials: Participant Guide and one-page RM Desk Reference

### Key Topics Covered

This course explores the following subjects in depth:

- Understanding the three most common purposes of reports
- How to tailor the content of a report to meet the specific needs of the audience
- The three basic components that form the structure of most types of reports
- Key ideas to highlight in reports that are intended to serve each of the three most common purposes
- Writing techniques that lead to clear, credible, and effective reports
- How to prevent the conditions that contribute to misrepresenting information
- How to strike a balance between the big picture and important details when presenting the content of a report
- Using visual aids to support the presentation and highlight the main idea

### Length of Course

- 1 day

### Audience

- General Staff

**RESOLUTION  
MANAGEMENT**

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