

Report Writing

Duration: 2 Days

Prerequisites: NQF Level 3 numeracy and literacy skills

NQF Level: 4

Lesson 1: Purpose and content of reports

- Introduction to Business Correspondence
- Reports
- The layout of a report
- Summary of report
- Table of Contents
- Introduction
- Procedure
- Findings
- Conclusion
- Recommendations
- Appendices
- Bibliography
- Preparing Reports and Financial Data
- Financial reports
- Progress Reports
- Production Reports
- Developing Action Plans
- Accurate information
- Checklist

Lesson 2: Organisational procedures regarding distribution

- Information
- Factors That Affect the Quality Of Information
- The Value of Information
- Information sources
- Organisation procedures

Lesson 3: Compile reports

- Requirements for Good Reporting
- The Finished Product
- Writing the report
- Features of a formal report
- Pointers for all report writing

Lesson 4: Verify reported information

- Reporting System
- Decisions Made By Top Management
- Decisions Made By Middle Management
- First Line Management
- Information Needed To Make Decisions
- Verify the requirements of relevant parties

Unit Standard Alignment:

- US 110023, Present information in report format, NQF 4, 5 credits

Articulation: Credits obtained during this skills programme will contribute towards qualification 61595, FETC: Business Administration Services, NQF Level 4.

Delivery Method: The programme is facilitated by a competent subject matter specialist/s, who utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulations, Videos/DVDs; and learner assessment.

Language of delivery: English

Certification:

- Upon completion, the learner will receive a Turnstone Certificate of Attendance.
- Upon verified Competence, the learner will receive a Certificate of Competence from Turnstone and Services SETA.

Accreditation and Registration: Services SETA: 6465

