

WORKSHOP

REPORT WRITING

LEARNING OUTCOME - Write efficient reports (format and content)

TOPICS DISCUSSED - Content of reports, the role of creativity

THE ASSIGNMENT -

You will be asked to analyze a report written by one of my former Business communication students, Matteo Pisano. This exercise aims to help you identify what makes a good report based on content and format.

I will ask you to work on the two versions of his report, which you will find in the in the workshop folder.

- the 'black and white' version
- the creative version

Your assignment is to:

1. Read the 'black and white' version and answer the following questions:
 - a. Is the writing strategy direct or indirect? Why?
 - b. Which writing style does he use, formal or informal? Why?
 - c. What are the three sections of the introduction? What is their purpose?
 - d. What are the two research strategies used? What are the reasons one would use them?
 - e. Do you have any comments regarding his sources for both his research approaches (quality and quantity)?
 - f. How did he indicate the references he used? Did he paraphrase?
 - g. How can you see he used APA?
 - h. What is particular about the way he presents his information in the results section of the report? Why did he organize his information that way?

How To Write A Report On A Workshop

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FAO

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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **How To Write A Report On A Workshop** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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