

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

DJ Losen



How To Write A Report On A Workshop:

Adopting the Melody of Term: An Psychological Symphony within **How To Write A Report On A Workshop**

In some sort of taken by displays and the ceaseless chatter of instantaneous connection, the melodic splendor and emotional symphony created by the written term usually fade in to the background, eclipsed by the persistent noise and disruptions that permeate our lives. However, situated within the pages of **How To Write A Report On A Workshop** a marvelous literary treasure full of natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that charming masterpiece conducts viewers on a psychological journey, well unraveling the concealed melodies and profound affect resonating within each cautiously constructed phrase. Within the depths with this touching assessment, we can explore the book is central harmonies, analyze their enthralling writing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

<https://staging.conocer.cide.edu/files/Resources/Documents/Great%20Elephant%20Escape%202pk.pdf>

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