

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

Great Britain. HM Factory Inspectorate



How To Write A Report On A Workshop:

Report of a Workshop on the Scope and Nature of Computational Thinking National Research Council, Division on Engineering and Physical Sciences, Computer Science and Telecommunications Board, Committee for the Workshops on Computational Thinking, 2010-04-20 Report of a Workshop on the Scope and Nature of Computational Thinking presents a number of perspectives on the definition and applicability of computational thinking For example one idea expressed during the workshop is that computational thinking is a fundamental analytical skill that everyone can use to help solve problems design systems and understand human behavior making it useful in a number of fields Supporters of this viewpoint believe that computational thinking is comparable to the linguistic mathematical and logical reasoning taught to all children Various efforts have been made to introduce K 12 students to the most basic and essential computational concepts and college curricula have tried to provide a basis for life long learning of increasingly new and advanced computational concepts and technologies At both ends of this spectrum however most efforts have not focused on fundamental concepts The book discusses what some of those fundamental concepts might be Report of a Workshop on the Scope and Nature of Computational Thinking explores the idea that as the use of computational devices is becoming increasingly widespread computational thinking skills should be promulgated more broadly The book is an excellent resource for professionals in a wide range of fields including educators and scientists

Report of a Workshop on the Pedagogical Aspects of Computational Thinking National Research Council, Division on Engineering and Physical Sciences, Computer Science and Telecommunications Board, Committee for the Workshops on Computational Thinking, 2011-09-05 In 2008 the Computer and Information Science and Engineering Directorate of the National Science Foundation asked the National Research Council NRC to conduct two workshops to explore the nature of computational thinking and its cognitive and educational implications The first workshop focused on the scope and nature of computational thinking and on articulating what computational thinking for everyone might mean A report of that workshop was released in January 2010 Drawing in part on the proceedings of that workshop Report of a Workshop of Pedagogical Aspects of Computational Thinking summarizes the second workshop which was held February 4 5 2010 in Washington D C and focuses on pedagogical considerations for computational thinking This workshop was structured to gather pedagogical inputs and insights from educators who have addressed computational thinking in their work with K 12 teachers and students It illuminates different approaches to computational thinking and explores lessons learned and best practices Individuals with a broad range of perspectives contributed to this report Since the workshop was not intended to result in a consensus regarding the scope and nature of computational thinking Report of a Workshop of Pedagogical Aspects of Computational Thinking does not contain findings or recommendations

Report of the workshop on fisheries-related other effective area-based conservation measures in areas under the jurisdiction of regional fisheries bodies FAO, 2024-12-11 The capacity building workshop on

fisheries related other effective area based conservation measures OECMs in areas under the jurisdiction scope of regional fisheries bodies was held at FAO headquarters in Rome between 22 and 25 January 2024 The workshop was organized by the FAO Fisheries and Aquaculture Division NFI and the Regional Fishery Body Secretariats Network to support regional fisheries bodies RFBs to understand further discuss and apply lessons learned in the identification of OECMs through the application of the OECM criteria The main points covered during the workshop were 1 introducing participants to the OECM concept and the identification and reporting mechanism 2 discussing the role of RFBs in identifying OECMs 3 providing an exchange of experiences across different RFBs and 4 assessing the role of RFBs in implementing the CBD Kunming Montreal Global Biodiversity Framework and the Biodiversity Beyond National Jurisdiction BBNJ Agreement Participants noted the need to substantiate the OECM submission with robust data and information especially on biodiversity attributes in the area and understanding that fisheries depth does not include huge areas that are not fishable challenges in identifying OECMs in regards to migratory species pelagic ecosystems as opposed to benthic ecosystems such as vulnerable marine ecosystems the importance to fully document the OECM identification process and for it to be driven by science knowledge the need to avoid greenwashing by identifying measures that may not meet the OECM criteria or may be too big to be effectively implemented enforced the need to be proactive in biodiversity conservation and the need for enhanced cooperation between sectors

Factories and Workshops. Annual Report of the Chief Inspector of Factories and Workshops Great Britain. HM Factory Inspectorate, 1895 *Information Literacy Education of Higher Education in Asian Countries* Chao-Chen Chen, Mei-Ling Wang, Samuel Kai Wah Chu, Emi Ishita, Kulthida Tuamsuk, Mohamed Shuhidan Shamila, 2023-04-18 This book focuses on information literacy in higher education from Asian countries It explores the changing concepts philosophies learning environments and technological environments of information literacy and discusses how information literacy education in universities should be carried out in the context of the information literacy framework It also analyses the research focus and trends of information literacy education in universities in the past ten years worldwide and Asia by using the bibliometric method as well as the information literacy education models of universities in Asian countries In addition this book also explains the current status of information literacy education and related issues in Taiwan Japan Hong Kong Malaysia Thailand and Vietnam The target audience of this book is mainly university librarians school librarians the faculty and students of library and information sciences information education and technology education related departments worldwide

Bridging State and Civil Society Suzanne Levi-Sanchez, 2021-12-07 Bridging State and Civil Society provides an in depth study of parts of Central Asia and Afghanistan that remain marginalized from the larger region As such the people have developed distinct ways of governing and surviving sometimes in spite of the state and in part because of informal organizations Suzanne Levi Sanchez provides eight case studies each an independent look at a particular informal organization but each also part of a larger picture that helps the reader understand the importance and key role that

informal organizations play for civil society and the state Each case explores how informal organizations operate and investigates their structures and interactions with official state institutions civil society familial networks and development organizations As such each chapter explores the concepts through a different lens while asking a deceptively simple question What is the relationship between informal organizations and the state Writing Better Reports United States. Farmer Cooperative Service. Report Writing Workshop,1957 *Technical Report* ,1987 **Workshops** Jeff E. Brooks-Harris,Susan R. Stock-Ward,1999-06-23 This volume is designed to present a practical approach to designing and running workshops It is meant to introduce novice facilitators as well as those with much experience to an integrated model of workshop design and development Grounded in learning theory this model is used to demonstrate how to design facilitate and direct workshops as well as how to identify and improve existing skills Practical how to sections assist readers in creating specific experiential activities designed to facilitate different types of learning Readers also learn how to understand and attend to individual differences as well as to take all workshop participants through a universal cycle of learning Workshops will be useful to anyone who facilitates workshops in higher education adult education business health care and other educational settings

How to Write and Publish Effectively: Writing Support Group Guidelines Shyam Sharma,Surendra Subedi,Pratusha Bhowmik,Nasrin Pervin, How to Write and Publish Effectively Writing Support Group Guidelines This report describes a writing support and accountability program voluntarily organized by and for a grassroots community in South Asia Organized early 2020 which happened to be in the middle of the first wave of the Covid 19 global pandemic this program recruited 24 scholars from a pool of 216 applicants from across South Asia Bangladesh India Indonesia Nepal and Pakistan A sign up survey asked interested scholars who were invited through networking snowballing on social media to describe a research project from which they would like to write an academic journal manuscript learning and implementing writing skills along the way While they were encouraged to share an empirical research project with a social impact in mind theoretical projects were also included We have described the broader social context and challenges influencing the vision and mission **Annual Report of the Department of Inspection of Workshops, Factories and Public Buildings, to the General Assembly of the State of Ohio, for the Year ...** ,1889 **Resources in Education** ,2001-10 **Annual Report of the Chief Inspector of Factories and Workshops for the Year ...** Great Britain. Factory Department,Great Britain. HM Factory Inspectorate,1901 **Report of the Inter-departmental Committee on the Employment of School Children** Great Britain. Committee on Employment of School Children,1902 *Report of the Proceedings of the NGO Consultative Workshop on "Improving the Legal and Socio-Economic Situation of Women in Namibia"* ,1994 *Report of the Interdepartmental Task Force on Information and Referral* United States. Interdepartmental Task Force on Information and Referral,1978 **How to Teach Poetry Writing: Workshops for Ages 8-13** Michaela Morgan,2011-03-17 Now in a fully revised and extended second edition How to Teach Poetry Writing Workshops for Ages 8 13 is a practical and activity based

resource of writing workshops to help you teach poetry in the primary classroom Designed to help build writing speaking and listening skills this book contains a wide selection of workshops exemplifying a variety of poetry styles and showing how their unique features can be used to teach key literacy skills This book includes redrafting and revising activities poetry writing frames traditional and contemporary poems from a range of cultures poems written by children about their favourite subjects word games and notes on performing poetry cross curricular links new workshops on performance poetry wordplay rhyming and unrhyming poetry senses and narrative poetry an A Z Guide to Poetry Featuring a wealth of poems and a new bibliography to help you find the perfect poem for a lesson this book will be of interest to all teachers looking to develop the necessary skills in their pupils to become confident writers of poetry **Popular Mechanics** ,1980-09 Popular Mechanics inspires instructs and influences readers to help them master the modern world Whether it s practical DIY home improvement tips gadgets and digital technology information on the newest cars or the latest breakthroughs in science PM is the ultimate guide to our high tech lifestyle *Report of the Inter-departmental Committee on the Employment of School Children* Great Britain. Home Office. Employment of School Children Committee,1901 **Factories and Workshops** Great Britain. HM Factory Inspectorate,1895

Embracing the Beat of Term: An Emotional Symphony within **How To Write A Report On A Workshop**

In some sort of used by monitors and the ceaseless chatter of quick interaction, the melodic splendor and mental symphony developed by the prepared term usually disappear in to the back ground, eclipsed by the persistent sound and disruptions that permeate our lives. However, situated within the pages of **How To Write A Report On A Workshop** a marvelous literary value brimming with natural feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, this fascinating masterpiece conducts viewers on a mental journey, well unraveling the hidden songs and profound influence resonating within each cautiously crafted phrase. Within the depths of the touching analysis, we will investigate the book is main harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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