

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

Xiaolong Qi



How To Write A Report On A Workshop:

Decoding **How To Write A Report On A Workshop**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**How To Write A Report On A Workshop**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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