

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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