

€ TRAINING

Report Writing and Presentation Skills





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Introduction

The Report Writing and Presentation Course teaches you how to structure, write and verbally present a professional report. You will learn what to leave out and what to include in order to engage your readers and audience members.

Course Objectives

At the end of this course the participants will be able to:

- Understand the purpose of the report brief and adhere to its specifications
- Gather, evaluate and analyse relevant information
- Structure material in a logical and coherent order
- Present your report in a consistent manner according to the instructions of the report brief

Targeted Audience:

- Content writer
- Blog writer
- Artical writer

Course Outline

Unit 1:

- Practice and rehearse
- Attending Others' Presentations
- Meeting your audience beforehand
- Use the power of positive visualization
- Be specific with your material

Unit 2:

- Read other reports. To enhance your report writing skills, try to read other published reports
- Create an outline. You can improve your planning skills by creating outlines for each report
- Verify your sources

Unit 3:

- Service tax overview
- Service Tax Law: Introduction
- Service tax rate, tax point and taxable event
- Understanding Negative List Service Tax
- Service Tax Procedures

Unit 4:

- Write multiple drafts
- Ask for feedback
- Provide information to the executive so that they may take timely decisions and actions accordingly
- Planning, preparation, practice

Unit 5:

- Informative. Keep an informative presentation brief and to the point
- Instructional. Your purpose in an instructional presentation is to give specific directions or orders
- Arousing
- Persuasive
- Decision-making