

Effective Report Writing



Learn how to use the right structure and language to create effective reports. Apply the right nuances to suit different end readers. This workshop will give you adequate writing practice in reporting different scenarios, enabling you to leave with skills and tools you can immediately put to use.

CONTENT OUTLINE:

- What is a report? Who is it for?
- Key elements of a report.
- Vocabulary and sentence structures for reporting different scenarios.
- Data and visual aids.
- Formatting, language style and branding considerations.
- Common mistakes.

Who should attend:

Anyone who wants to submit effective written reports -- within their organisation or to an external source. While this workshop focuses on writing, it can also benefit people who report information face-to-face.

DURATION:

4 hours + optional 3 hours of self practice exercises to continue on location or to take away (including free formatting advice on improving an existing report)

FEES:

\$330 per person;
a 10% discount applies for bookings made at least 30 days in advance.

* maximum student to teacher ratio of 1:6 as writing requires personalised guidance.



YAP Miow Sen

Communication Professional

Miow Sen has served as a communication advisor for senior executives from the Asia-Pacific region and beyond. Stints at GE, Barclays and AMCHAM followed from a career in the newsroom of a Malaysian TV station, where she worked on international and business projects for prime time news.

In a career spanning more than 15 years, Miow Sen has built-up detailed knowledge on how to craft and deliver messages to different audience segments. She has coached executives to be thought leaders at public events such as conferences, dinners and signing ceremonies.

Miow Sen has also prepped executives for press conferences and media interviews, and coached tertiary students and executives in writing, public presentation, inter-personal communication and inter-cultural understanding.

During tough economic times, Miow Sen managed communication strategies and messages for restructuring exercises – for internal as well as external audiences. She has managed crisis communication for once-off as well as protracted issues.

Today, Miow Sen is a communication and language coach based in Singapore. She helps executives as well as young adults raise the standard of their inter-personal and business communication. In her free time, Miow Sen volunteers at local schools, helping children acquire skills to develop a more balanced view of life.

Areas of specialisation:

- Crisis communications
- Employee engagement
- Executive presence
- Media skills
- Marketing communications
- Public relations
- Public presentations
- Writing

Relevant qualifications:

- CELTA (Certificate in Teaching English to Speakers of Other Languages)
- Licensed NLP Practitioner
- Certificate in Investor Relations
- BSc ECONS (London School of Economics)