



English Report Writing

6 – 10 May, 2018

OBJECTIVES

This Program will help participants to:

- ✓ Develop the skills of report writing in a business context
- ✓ Present and elaborate on different types of reports
- ✓ Use report writing for effective communication and decision-making

CONTENTS

Two components: a) Writing Skills

b) Report Writing Skills

- ✓ Characteristics of effective report writing
- ✓ Organization & planning of reports
- ✓ Stages of report writing
- ✓ Types of reports: Research, Information and Proposals
- ✓ Information control
- ✓ Language control
- ✓ The use and presentation of graphs, figures, charts, etc. within a report
- ✓ Presentation techniques
- ✓ The use of the PC in presenting and finalizing reports

METHODS

- ✓ Study of sample reports
- ✓ Group/pair work
- ✓ Discussion exercises
- ✓ Workshops
- ✓ Preparation of example reports

TARGET AUDIENCE

- ✓ Staff who are required to write reports in English and those who may be required to do so in the future.
 - ✓ Level of English must be at least intermediate.
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ASSESSMENT

Attendance of 85% is required for award of the IBS certificate

ATTENDANCE AT ALL SESSIONS IS AN ESSENTIAL PREREQUISITE TO OBTAIN OUR CERTIFICATE

DURATION

- ✓ 5 days (Sunday – Thursday)
- ✓ 18 hours
- ✓ 4.15 - 8.30 pm

NOMINATIONS

- Nomination Forms should be sent to the IBS by April 30th, 2018.
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PROGRAM NOMINATION FORM

TITLE OF PROGRAM : English Report Writing

DURATION : 6- 10 May, 2018

TIME : 4:15-8:30 pm

LANGUAGE : English

Important: Kindly ensure to complete all the information requested, without any abbreviations. Please note that incomplete information may lead to rejection of nomination. All sections must be completed in full.

A. Please print your first, middle and last name, (both in Arabic and English without any abbreviations). Print name as it should appear on the certificate (Print in CAPITAL Letters)

	First	Middle	Last
English	_____	_____	_____
Arabic	_____	_____	_____
	اسم العائلة	اسم الاب	الاسم

B. PERSONAL INFORMATION:

Sex	: Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Nationality	: _____	Date of Birth:	_____	Home/Mobile Tel. No: _____
Civil ID	: _____	e-mail address:	_____	

C. This is my first attendance at the IBS
(Complete ALL boxes)

This is an updating Record
(Only complete the NEW data)

D. JOB INFORMATION:

Current Job Title	: _____
Brief job description	: _____
Organization	: _____
Division/Branch	: _____ Tel no: _____ Ext. no: _____
Date of joining the organization	: _____

E. HIGHEST EDUCATIONAL QUALIFICATION

University/School	Dates Attended	Major	Qualification

Signature: _____

Date: _____

FOR IBS ONLY

Accepted Rejected

Remarks : _____

Signature : _____

Date: _____