

## COST PER HEAD

Rs. 18,000 per person. Group discounts (5%) are available for those institutions that send more than 5 participants.

## OTHER DETAILS

It is a non-residential course.

## HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to [keerthi@dlsrilanka.org](mailto:keerthi@dlsrilanka.org)  
Application form could be downloaded from the DLC website: [www.dlsrilanka.org](http://www.dlsrilanka.org)

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# Report Writing Workshop



SLIDA

# TARGET GROUP

The managers and other staff members who are responsible for writing reports

# METHOD

- Lectures
- Individual exercises
- Group work

**ENTER NOW!**

# OBJECTIVE

At the end of the training program participants will be able to

- Identify the importance of designing the objectives of a report clearly having the target group in mind as the first step
- Describe how to identify the contents to be included
- State the importance of toning (its length, style of writing, formal/informal, use of words, etc) the report to suit the target group
- Describe how to structure a report to get the desired outcome
- Describe the importance of formatting
- Differentiate the "Introduction, Background, Abstract and Conclusions" in a report
- Describe how to arrange the contents in a logical and convincing order
- Identify and use the tools available in the Word packages for perfecting a report
- Write a sentence to express an idea clearly
- Review a sentence methodically
- Make sentences short by eliminating unnecessary words
- Combine sentences to establish meaningful associations
- Identify the mistakes in number usage

# RATIONALE

Many have a problem of articulating their thoughts in to a document. Most of the time, the documents they produce have no focus. It is hard to understand the objectives of a document as the thoughts are dispersed.

There are problems about the structure of a document, style of writing, perspective of writing and even the angle of writing. Most of the time, those are not appropriate to the topic, objectives or the target group. Those documents are often either lengthy or not formatted properly.

There are grammatical errors, words not spelt out correctly, number usage is not correct and even there are errors about the tense of the sentences.

Words are not carefully selected and at times, wrong words are used that pronounced similar to the intended word. The training is expected to look both at these macro and micro issues of report writing.

# CONTENTS

- Effectiveness and Efficiency aspects of report writing
- Getting the purpose clear
- Identifying the target group
- Structuring the report
- Style
- Formatting
- Sender's and receiver's angle
- Sections, paragraphs and sentences
- Introduction, body and end
- Sentence structures
- Sentence length
- Selecting words
- Use of numbers
- Capitalizing
- Use of ICT in report writing
- Reviewing

**DURATION**  
Only 4 days

**CLASS SIZE**  
Maximum 25 participants

# DATES

Dates will be announced when adequate number of participants has been registered for the program.