

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS

CAREER DEVELOPMENT SHORT LEARNING PROGRAMME: *WRITING REPORTS AND PROPOSALS*

ALIGNED TO SAQA UNIT STANDARD ID: 115499 - GATHER, RECORD AND INTERPRET BUSINESS RELATED INFORMATION

Duration:
2 DAY PROGRAMME

This workshop is intended to help you do the writing your job demands. You must write reports if you are a manager at any level in business, government, or industry. Whether you want to or not, you write to explain things, to smooth relationships and to convince others of the value of some course of action. Writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. This two-day workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

Programme overview:

- Describe the value of good written reports as a communication tool
- Develop paragraphs that introduce, connect, develop and conclude some part of an idea
- Illustrate an appropriate and professional format
- Use headings and subheadings as signposts
- Prepare reports and proposals that inform, persuade, and provide information
- Proofread your work so you can feel confident it is clear, concise, complete and correct
- Apply these skills in real work applications
- Collect business related information for a client
- Process business related information in the correct format
- Interpret business related information from a client

The following are included in the Course Fee:

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
TOTAL	R 2500.00

.....
I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date: Signature:

This Information Sheet forms part of your enrolment contract

The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice.

ELMI 231 Oxford Street Southernwood East London 5201	Tel: 043 742 0235 Fax: 043 742 0237 Email: info@elmi.co.za Web: www.elmi.co.za	P.O. Box 18458 Quigney East London 5211	East London Management Institute (Pty) Ltd. Reg No: 2008/021076/07	QCTO Accreditation: Skills Development Provider Accreditation no: QCTO NATED/14/0062
---	---	---	--	---