

WRITING WITH PURPOSE

CRAFTING CLEAR AND EFFECTIVE REPORTS



Trainer:
RUTH CLARK

20 - 21 March 2025



9:30am - 4:30pm



Room 6, Level 2, Le Quadri Kuala Lumpur

Overview

This two day session equips participants with practical skills and techniques to write with purpose and creating clear, concise reports. By the end of the session, attendees will have the tools to structure their reports logically, present information persuasively and ensure their writing is impactful for any audience.

Course Objectives

- ✓ Understand the key principles of clear and effective report writing
- ✓ Identify common mistakes and learn how to avoid them
- ✓ Use appropriate language and tone for professional reports
- ✓ Structure reports logically with clarity and coherence
- ✓ Write concise and impactful summaries for better readability
- ✓ Apply editing and proofreading techniques for error-free reports

Register now!

Complete the attached TRF and submit it to Fitriyah, GHR.
Email: fitriyah@ucsigroup.com.my (Ext: 2417)