

Register 3 or more participants and enjoy 5% discount *Approved for SDF funding (for SMEs only)

Why You Should Attend This Course:

The course aims to develop professional report writing skills in participants. You will acquire the following techniques:

- Systematic organisation
- Reader-friendly style
- Correct language usage

Course Outline:

Day One

Module One: Persuasion in the Writing Process

Participants will discuss how to follow the eight steps in a persuasion process to:

- Analyse reader's need and mindset considering the language selection
- Negotiate with the reader despite the communication barriers in writing using convincing data

Module Two: Basic Report Writing

- Discuss the features of report writing
- Learn the JOG method to get started

Module Three: Partners of Organisation

- Know eight major organisation plans
- Be analytical
- Be creative
- Be persuasive

Module Four: Proposal / Report Format

- Trip Report
- Progress / Status Report
- Investigation Report
- Project Proposal / Report
- Project Minutes

Module Five: Organisation (Practice)

- Work in groups to practise the methods of organisation

Module Six: Critique of Reports

- Participants will assess the readability of report samples
- Define the reader-friendly elements in reports by understanding the reading process

Day Two

Module One: Clarity

Review three components of clarity:

- Vocabulary
- Sentence structure
- Coherence

Module Two: Conciseness

Participants will learn three methods to be concise:

- Short expressions instead of redundancy
- Modern expressions instead of old-fashioned ones
- Succinct sentence instead of long-windedness

Module Three: Common Pitfalls in Grammar

Participants will clarify certain ambiguous usage which includes tenses, preposition and agreement. They will also practise using a dictionary.

Module Four: Summary of Texts

- Practise the summary of texts
- Review reading techniques

Module Five: Be Concrete with Abstraction

- Be considerate of the technical background of your reader
- Use concrete illustrations

Module Six: Summary of Graphic Aids

- Translate texts into graphic aids
- Build linkage between texts and graphic aids

Module Seven: Report Writing

- Write and present a report by using the guidelines introduced in the seminar

Module Eight: Feedback on Report Writing

- Receive feedback regarding the organisation and style of the report assignment

Who Can Benefit?

- Managers
- Assistant managers
- Executives

FOR LEARNING AND DEVELOPMENT CONSULTANCY AND PROGRAMME SERVICE ENQUIRIES:

Web: www.mis.org.sg

Email: seminars@mis.org.sg

Tel: 6327 7580/81/82/86

Fax: 6327 9741

Trainer's Profile

Kate Chan's informative and motivational delivery style has appealed to audiences in Singapore, Hong Kong and the region. As a firm believer in experiential learning, she has enhanced the professional and personal development of many through engaging their active involvement. Her topics on English proficiency, business writing, presentation, customer service, interpersonal communication, corporate image, thinking on your feet, time management, stress management and leadership have benefited professionals at organisations such as Singapore Airlines, Ministry of Defence, Singapore Technologies Group, REUTERS, UBS, Morgan Stanley, BP Chemical and the HK Trade Development Council. Kate is also a lecturer at the Centre for the Advancement of English Proficiency at the Hong Kong Baptist University.

Kate is now based in Hong Kong, her birthplace, after twenty years away in the US, Canada, Europe and Singapore. She currently divides her time between Hong Kong and Singapore where she operates her training consultancy. Her background as international marketing manager, research consultant, language programme designer and official translator has enabled Kate to relate well to various individual needs that exist in different corporate environments.

Kate offers her training topics in English, Cantonese, Mandarin and French. She majored in English at McGill University and did her postgraduate studies in Translation at the Université de Montréal and Université Sorbonne.

Date: 4 & 5 Sep 2008

26 & 27 Nov 2008

Time: 9.00am – 5.00pm

Venue: 99B Amoy Street

Course Fee:

- S\$820.00
- Excludes GST
- Lunch and refreshments will be provided
- MIS Members enjoy 10% discount

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REGISTRATION FORM



EXECUTIVE DEVELOPMENT PROGRAMMES

Register online at www.mis.org.sg or fax form to 6327 9741

Register for **3 participants**
or more and enjoy
5% discount!

Business Report Writing

**Approved for SDF funding (for SMEs only)*

4 & 5 September 2008 26 & 27 November 2008 9.00am to 5.00pm each day

S\$820 (subject to prevailing GST charges) Includes lunch and refreshments

Participant(s) Name	Designation	E-mail	Contact No.	Fee
1)				
2)				
3)				
4)				
5)				
Sub-Total				
GST				
Total Amount Payable (including GST)				
Company:				
<input type="checkbox"/> Member (MIS Membership No):		<input type="checkbox"/> Non-Member		
Address:				
Contact Person:	Designation:			
Tel:	Fax:			
E-mail:				

Administrative Details

Registration & Payment

A place will be reserved for you upon receipt of your registration. A confirmation will be sent to you via email 2 weeks before course commencement. Please send your payment to us when you receive our invoice. All cheques should be crossed and made payable to "Marketing Institute of Singapore Training Centre" with the invoice no. indicated at the back of the cheque.

Marketing Institute Members' Discount

Corporate and Individual Members of the Marketing Institute will be entitled to a 10% discount on all Executive Development Programmes. For membership enquiries, please email: membership@mis.org.sg

Group Discount

Companies will be entitled to a 5% discount for sending a group of 3 or more participants to the same course on the same date.

Course Venue

All public learning courses will be held at 99B Amoy Street, Singapore 069919 unless otherwise stated.

Withdrawals

There will be no cancellation fee if notice of withdrawal is given 14 days before commencement of course, after which a cancellation fee of 25% of the course fee will be levied. The full fee will be charged for withdrawal or no-show on the course commencement date. Replacements from the same company are allowed.

Cancellation

Marketing Institute of Singapore Training Centre reserves the right to change or cancel the training course due to unforeseen circumstances.

Custom-Design Training Courses

Courses can also be custom-designed to match your department or organisation's specific training requirements. Please contact us for further enquiries. Email: seminars@mis.org.sg or call 6327 7582/83.

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