

Report-Writing

Training course for residents

Course outline

10.00	Introduction to the course and to one another
	The aims of our reports: <ul style="list-style-type: none">• What do we want to achieve by them?• Who are our target audiences?
10.30	What makes an effective report? <i>Examples of reports from different resident-led groups: what's effective / ineffective?</i>
	The principles of report-writing <i>How are reports different than other forms of writing?</i>
11.15	Refreshments break
11.30	Deciding on the best structure for your report
	The process of preparing a report – <i>selecting what to include and what to leave out</i>
	Making effective recommendations and targeting them at different audiences
12.45	Lunch
1.30	Style issues – the ABC of effective report-writing; report language and grammar
2.45	Refreshments break
3.00	Putting it into practice
3.45	Course review
4.00	Finish