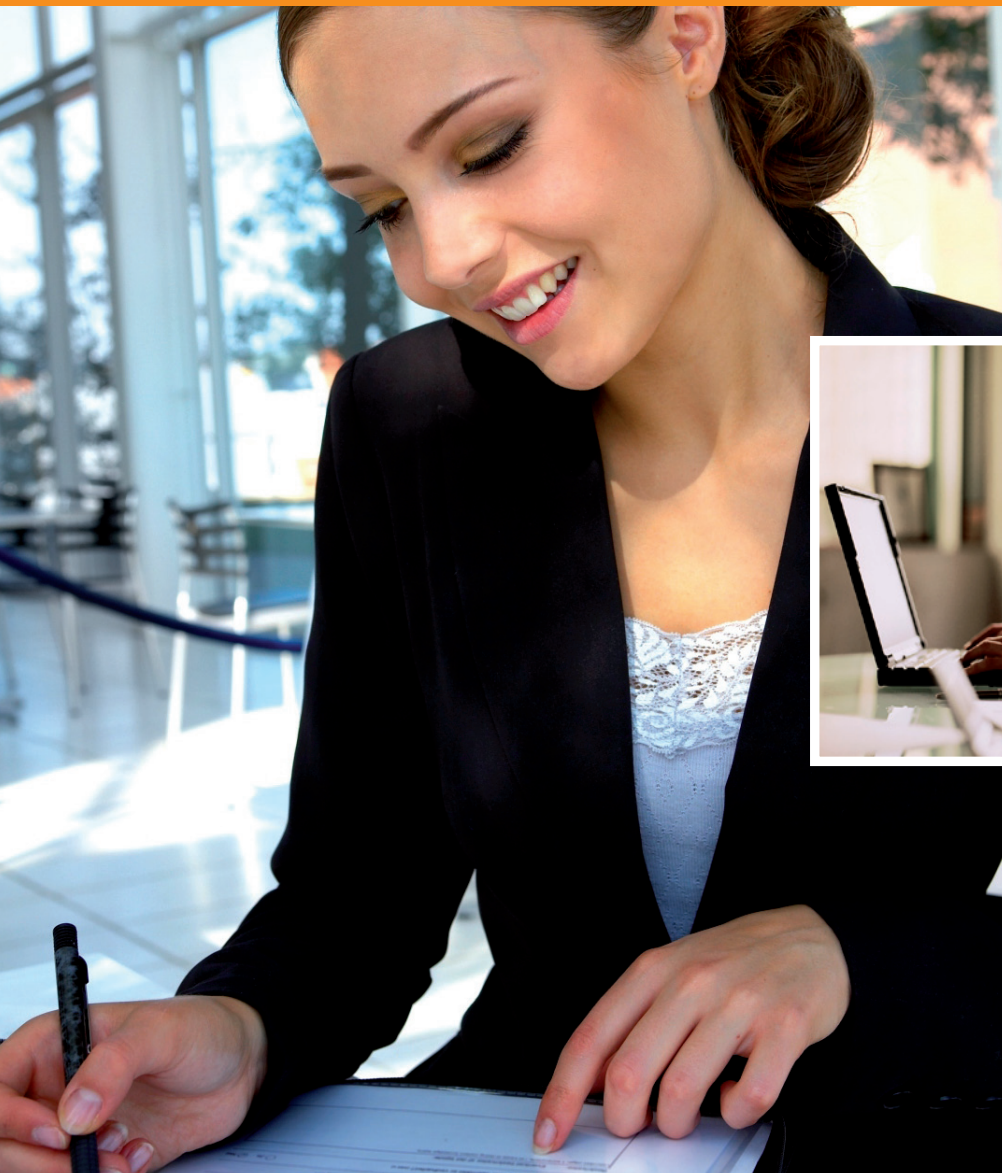


Writing Reports and Proposals



Learn and identify the range of writing, the forms it takes, and the persuasive techniques it requires.



Writing Reports and Proposals

Course Description

This two-day course is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you must write to explain things, to smooth relationships, and/or to convince others of the value of some course of action.

Such writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. The workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

Course Details

- Becoming a Good Writer
- The Nine Rules of Writing
- Readability Index
- Creating Proper Paragraphs
- Unity and Coherence
- Emphasis
- Active and Passive Voice
- The Stages of Report Writing
- The First Stage: Investigation
 - Search Strategies
 - Citing Sources
- The Second Stage: Planning
- Audience
- Format
 - Using the Correct Format
 - The Direct Approach
 - The Indirect Approach
- Organization
- The Third Stage: Writing
 - Drafting Your Report
 - Creating a Report
- The Fourth Stage: Revision
- Formal Reports
- How to Use Headings
- Charts and Graphs
- Writing Proposals
- The Acid Test
- Designing your Message
- Dealing with Tough Questions
- Pre-Assignment Review

Course Duration: Two Days

Course Rates:

Founding & Corporate Members	AED 2,500
Associate Members	AED 3,000
Non Members	AED 3,500



For additional information, please contact:

Sinead Bridgett
Membership and Event Director, MEFMA
P.O. Box 126026 Dubai, UAE
Mobile: +971 50 8491447
sinead@mefma.org
www.mefma.org

All MEFMA training courses are approved by:



DUBAI
REAL
ESTATE
INSTITUTE



We are a registered member of:

