

Proposal, Report & Business Writing	Content
<p>This course is designed for anyone who has to write reports or proposals as a regular part of their job – reports to the board, monthly reports, research reports, and proposals to clients.</p> <p>They are a standard management &amp; sales tools without which it would be impossible to function efficiently. Despite this, most of us are never formally taught how to write them.</p> <p>Once you learn the skills of professional report and proposal writing covered in this course, you are far more likely to get the results you want. You will instantly increase your chances of winning major account or convincing the board to accept your proposals.</p> <p><b>Who will benefit?</b></p> <p>Anyone who contributes to or needs to write reports and/or business proposals on a regular basis</p>	<ul style="list-style-type: none"> <li>• Prepare, write and edit a report/proposal well</li> <li>• Clarify the reader’s needs and what you want them to know do and feel</li> <li>• Make life easy for the reader by using clear and logical structure</li> <li>• Structure a proposal/presentation</li> <li>• Structure and research formal reports</li> <li>• Use “plain English”</li> <li>• Edit your report for accuracy and clarity</li> <li>• Make it look inviting to read</li> </ul>