

Course information

Introduction

Reports, like humans, have identical features and yet no two are alike. All reports must contain the essential features of reporting. In addition to the actual matter on which the report is based, the report should convey the acceptance of responsibility, professionalism and orderly thought processes. This can only be achieved by the highest quality of language, documentation, editorial arrangement and graphics. High quality language entails grammatically and idiomatically correct language compiled in short, uncomplicated sentences making a single point at a time. Similarly, high quality documentation, editorial arrangement and graphics imply correctness, not flashy extravagance.

Unit standards

This course is aligned to the unit standard 110023: *Present information in a report format.*

Course content

During this course, the following topics are covered:

- When to write which report
- Know your terms of reference
- Investigate, collate and analyse
- Conclude, estimate, recommend
- Structure of the report and the editing and final presentation

Duration

Two days

Please note

A certificate of competence will be issued once a Portfolio of Evidence (PoE) has been submitted and the learner assessed as competent. The compilation of the PoE will either take place during the course or in the learner's private time, depending on the structure of the course.

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For more information or to book your place contact Helga van Wyk on 012 682 8500 or email info@tidasa.co.za