

<b>Workshop Title</b>	<b>Report Writing Skills</b>
<b>Workshop Description</b>	An organisation needs high quality reports on which to base its decisions. Clear and informative reports are thus the cornerstone of information that flows within an organisations communication channel. A keen ability to express words and engage with an audience in the written context can be an effective method to accomplish organisational goals. This workshop will take delegates through all the correct steps needed to formulate a compressive, methodical and cohesive report. The workshop also looks at summary reports, letter reports and logic reports.
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Must be at least twenty three years of age.</li> <li>• Must be in possession of a matric certificate or the mature age exemption procedure will apply.</li> </ul>
<b>Delivery Method</b>	Contact Sessions
<b>Duration</b>	1 day/ 8 hours
<b>Price</b>	Refer to BSU Fee Schedule
Enquiry Contact	bsuenquiries@dut.ac.za / 031 -373 5710/5762