

Course Overview

Number of Units: 5 Units

Estimated time: 3 - 5 weeks or 9 - 15 hours

OALCF Levels: A1.2, A3, B2.2-3

Suggested Milestones: 3 or 4, 14, 24 or 25 or 26

Course Description

This course will help you learn how to write reports for the workplace. You will learn to gather the information you need and put information in a report format so that your readers can easily find what they need. You will also learn the parts you need to include in a report from beginning to end. Information gathering, editing, and proofreading steps will be explained. You will then see what a finished report looks like.

Summary of activities: Reading, Quizzes, Journals, Videos and Online Forums.

Unit 1: Introduction to Report Writing

This unit gives an introduction to report writing. You will learn what reporting is, the different types of reports, how reports differ from essays, why you need to learn how to write reports and the steps involved.

Unit 2: The Purpose of Report Writing

This unit explains the purpose of report writing. You will learn why we write reports, how to write for a particular audience and the use of report writing in the workplace.

Unit 3: Parts of the Report

This unit shows you the parts of a report. You will learn how to use charts and diagrams and how to create an outline.

Unit 4: Researching for the Report

This unit shows you how to research. You will learn how to gather information and how to access your information.

Unit 5: Writing, Editing and Proofreading

This unit shows you how to write, edit and proofread your report. You will learn how to write actively with clear sentences, how to choose correct language, how to edit your content and how to proofread your document.