

# Report Writing in English

## How to write clear reports and proposals

### Introduction

Each working day, we compose memos, reports or proposals in our communication with supervisors, customers and colleagues. How well we write leaves a lasting impression in the mind of the readers about ourselves, our competency and the company we represent. Good reports provide information clearly, improve safety and operations, increase productivity and ultimately save money for the company.

**A good and helpful report or proposal is one that gives:**

- Explicit direction concerning the task to be done
- The information - organized and interpreted – needed to do the task
- The direction and information written in language they can read quickly and understand easily
- Constructive feelings about themselves and the task

**In this workshop, you will learn how to handle the three challenges faced by writers:**

- What should I say and in what order?
- How should I say it?
- How can I make it hang together?

This workshop will give you learnable, systematic techniques for performing all the primary writing functions in helpful ways. Consisting of a series of short lectures, examples, exercises and feedbacks, at the end of the workshop, participants will become a conscious competent writer.

### Workshop Objectives

- Equip participants with a comprehensive knowledge of writing clear reports and proposals.
- Understand the concept and technique of clear writing in English.
- Reduce your time in preparing and writing a report.

### Workshop Content

The Basics – How to write

- Writing clear sentences

- Writing clear paragraphs
- Types of paragraphs
- Types of voices to use in writing

## The Basics – What to write

- Writing clear recommendations
- How to write problem statements
- Preparing and gathering information and facts
- Context, content and explanation
- How to group and arrange information and put it into a document

## Writing Reports and Proposals

- Types of reports and proposals
- How to construct a report
- How to construct a proposal
- How to write cover letters and executive summaries
- Individual feedback session

## Workshop Format

This 3-day workshop consists of a series of short lectures, examples, exercises and individual feedbacks. Participants spend most of their time doing exercises,

## Who Should Attend

- Engineers and geologists
- Lawyers and accountants
- Sales and marketing people
- Secretaries and administrative staff
- Technical professionals
- HR and HRD staff
- Logistics and purchasing staff
- Public Relations staff
- Anyone who writes reports

## Your Workshop Leader

**Jamin Djuang** has written thousands of reports and proposals. His extensive writing experience and knowledge were accumulated from his 40 years working as a University of Texas teaching assistant, engineer, a product manager, a business manager and a trainer.

He had worked as a senior petroleum engineer for UNOCAL, a Product Line Manager with Baker-Hughes in Houston and a Teaching Assistant at the University of Texas at Austin. He has been the President of LDI TRAINING since 1988.

Jamin Djuang has M.S. degree in engineering and MBA from the University of Texas at Austin. He has worked with hundreds of business professionals in improving their writing ability.

His training philosophy is "**If it is not something you can apply in your job or in your life immediately, he won't teach it!**"

To enroll or get more information, please contact

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