



EES-SIYAKHA
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Technical and Business Report Writing

Providing you with the knowledge, skills, techniques and confidence needed to write professional reports, proposals and other business documentation quickly and expertly

For the full details about this workshop and for online bookings go to www.ees.co.za



Specific outcomes of the workshop:

- ◆ Learn the value of good written communication
- ◆ Revisit the rules of proper grammar and clear communication
- ◆ Develop an appropriate writing style
- ◆ Improve sentence structure and paragraph development
- ◆ Construct technical and business reports and proposals
- ◆ Make writing clear, concise, complete and correct
- ◆ Learn how to proof read your work
- ◆ Provide an opportunity to apply these skills in real workplace applications

Target market:

Any person wishing to improve their business and technical report and proposal writing

Course duration:

2 days from 8.30 to 16h00.

Course includes:

- ◆ Experienced and passionate facilitator
- ◆ Comprehensive training manual, notepad and pen
- ◆ Plenty of hands-on exercises
- ◆ Attendance certificate
- ◆ One month free consultation by email/ phone on the subject

ABOUT YOUR EXPERT PRESENTER

Dawn Pretorius is the Director of Adzuri Corporate Development, which offers consulting in three main areas: risk management, compliance and corporate governance; related business development; specialist training and facilitation. Adzuri provides training and development for the financial services industry primarily in the form of specialist facilitation, training material and e-learning. The subject matter ranges from technical skills such as credit assessment and risk management to soft skills such as conflict management and business and report writing. Adzuri is the preferred provider for short courses for the South African Institute of Bankers.

Dawn is a professional member of the Compliance Institute of South Africa, registered with the Financial Services Board for compliance practice (FAIS), registered as an accredited provider with the Services Setra No 0959, a fellow of the Institute of Bankers and a professional member of the Marketing Federation of South Africa. Dawn has, inter alia, a M. Com, a B.Tech Banking (Univ of Jhb), a Sales & Marketing Diploma, a Trustee Diploma (IOB) and a Certificate in Money Laundering Control (RAU).

Session 1: Back to basics

- ◆ Introduction
- ◆ Seven Cs of correct English
- ◆ Survival kit for punctuation and grammar
 - Punctuation
 - Grammar
- ◆ Tenses
- ◆ Subjective and objective writing
- ◆ Common spelling errors
 - Avoiding common mistakes
- ◆ Some useful techniques of business writing
 - Paraphrasing techniques
 - Business Paraphrasing: Assertiveness Technique
 - Business Paraphrasing: Indirectness
 - Business Paraphrasing: Graphic
 - Business Paraphrasing: Emotive Language
 - Business Paraphrasing: Appeal to Authority
 - ◆ Business Paraphrasing: Thesaurus Technique
 - Business Paraphrasing: Avoid unnecessary adjectives
 - Business Paraphrasing: Redundancy
 - Business Paraphrasing: Tenses
- ◆ Writing for clarity

Session 2: Persuasive writing

- ◆ Introduction
- ◆ The psychology of persuasion
- ◆ What influences persuasion?
- ◆ The structure of the message
- ◆ Persuasive style
- ◆ Bias
- ◆ Essence of message

Session 3: Technical Report Writing

- ◆ Difficulties with report writing
- ◆ Basic layout
- ◆ Optional layouts of reports
- ◆ Types of reports
- ◆ Report writing
- ◆ Case study 1
- ◆ Case study 2
- ◆ SWOT analysis
- ◆ Factors to be considered for the content of a report
- ◆ Tips
- ◆ Preparation
- ◆ Planning
- ◆ Tips on handling information
- ◆ Fog index
- ◆ Tips for proof reading
- ◆ Style guide to good writing
- ◆ Proof reading

WE OFFER THE FOLLOWING DISCOUNTS AND SPECIAL OFFERS (NOTE THAT YOU CANNOT COMBINE DISCOUNTS 1, 2 AND 4!)

1. Full payment seven working days from the date of your invoice gets you a 10% discount!
2. Should you be interested in attending a specific workshop that is not presented in your area, and you need to fly and stay over, we offer you 20% discount on that event.
3. Register three delegates for an event and a fourth delegate may attend free of charge.
4. A 35% discount to NGOs.



Name of workshop/seminar: _____

Date of workshop/seminar: _____

Fees per delegate: _____

Delegates' details

No	First name	Surname	Designation	Cell phone number	Email Address
1.					
2.					
3.					
4.					

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Organisation: _____

Email: _____

Vat registration: _____

Special dietary requirements: _____

Postal address: _____

Disabilities: _____

Code: _____

Contact person: _____

Tel: _____

Fax: _____

I have accepted the conditions printed below (please tick):

FAX THE COMPLETED REGISTRATION FORM TO RYAN AT (011) 726 2400.
 ENQUIRIES: Phone Ryan (011) 726 3040 or e-mail him at ryan@ees.co.za

PAYMENT (PLEASE NOTE THAT FEES ARE PAYABLE PRIOR TO THE START OF THE WORKSHOP):

Electronic Transfers:

Bank: FNB **Branch:** Northcliff **Branch Code:** 253 705 **Account No:** 62063883964
Account Holder: Equity Compliance and Solution (Pty) Ltd

Cheques to be made payable to **Equity Compliance and Solution.**

Once payment has been made, please fax through proof of payment. Please do not mail any payments.

TERMS AND CONDITIONS

1. **Cancellations:** Should you be unable to attend, we will accept your written cancellation by no later than 7 working days prior to the start of the workshop, in which event a cancellation fee of 25% will be charged. Thereafter, we regret we are unable to refund any fees, although in such cases we would be happy to welcome a colleague who would substitute your attendance or keep the credit for a following workshop with the same monetary value. Please note that the cancellation fee of 25% will still apply in such event. All cancellations must be confirmed in writing. 'No shows' on the dates of the workshop are still liable for the full payment. This clause also applies where we have received your registration form, invoiced you and awaiting your payment.
2. **EES-SIYAKHA** cannot guarantee that all events will go ahead as advertised, and as a result is not liable for any transportation or accommodation costs incurred related to the prospective attendance of an event that does not go ahead on the advertised date, in the absence of written confirmation from **EES-SIYAKHA** of the course proceeding on the relevant date (which will be furnished upon request in such event).