MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ENGLISH FOR BUSINESS REPORT WRITING

"Master the Language, Structure, and Style of Professional Reports"

Schedule

Date	Venue	Fees (Face-to-Face)
23 – 24 Sep 2026	Manama – Bahrain	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective business writing is essential for clear communication, sound decision-making, and professional image. Reports that are well-written and logically structured help convey ideas, recommendations, and data with precision and impact.

This intensive 2-day course equips professionals with practical tools to write business reports that are concise, organized, and targeted to their audience. Participants will gain confidence in planning, drafting, editing, and presenting reports that deliver results in a corporate setting.

Objectives

By the end of this course, participants will be able to:

- Plan and structure business reports for maximum impact
- Write in a clear, concise, and professional tone
- Tailor language, style, and format for various business audiences
- Present data and findings using accurate grammar and formatting
- Edit and proofread reports for clarity, accuracy, and professionalism

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Why Attend

- Enhance your written communication skills for professional growth
- Avoid common grammatical and structural pitfalls in business writing
- Gain hands-on practice with real-life business reporting examples
- Learn to influence readers through persuasive and evidence-based writing
- Receive templates and checklists for future use in your workplace

Target Audience

This program is designed for:

- Professionals responsible for writing or reviewing business reports
- Analysts, administrators, supervisors, and managers across all functions
- Engineers, project coordinators, HR, and finance personnel
- Anyone who wants to enhance their formal business writing skills

Individual Benefits

Key competencies that will be developed include:

- Clear and persuasive report writing
- Improved grammar, punctuation, and sentence structure
- Effective use of business tone and vocabulary
- Ability to organize and present information logically
- Enhanced editing and proofreading skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Stronger internal and external communication
- More professional and credible business documentation
- Faster report turnaround with higher quality output
- Consistent writing style aligned with corporate standards
- Greater reader engagement and better-informed decisions

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Key principles of effective report writing
- Case Studies – Analysis of real business report samples
- Workshops – Guided practice in structuring and drafting reports
- Peer Exchange – Group critiques and editing sessions
- Tools – Report templates, grammar guides, and editing checklists

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Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Principles and Planning of Effective Reports

- Module 1: The Role of Business Reports (07:30 – 09:30) • Purpose and types of business reports • Understanding audience and objectives • Characteristics of good business writing
- Module 2: Report Structure and Planning (09:45 – 11:15) • Components of a standard business report • Logical flow: introduction, findings, analysis, recommendations • Planning outlines and gathering information
- Module 3: Writing with Clarity and Impact (11:30 – 01:00) • Business tone and formal language • Sentence structure and paragraph development • Avoiding jargon and passive voice
- Module 4: Workshop – Report Planning Exercise (02:00 – 03:30) • Group exercise to develop a report outline based on a case scenario

Day 2: Drafting, Editing, and Presenting Reports

- Module 1: Presenting Data and Arguments (07:30 – 09:30) • Using visuals: tables, charts, and infographics • Supporting claims with evidence • Writing executive summaries and conclusions
- Module 2: Editing and Proofreading Techniques (09:45 – 11:15) • Common grammar and punctuation issues • Style consistency and formatting standards • Final checklist for review and revision
- Module 3: Final Draft and Feedback (11:30 – 01:00) • Producing a polished final draft • Instructor feedback on draft reports • Peer review session
- Module 4: Final Workshop & Wrap-Up (02:00 – 03:30) • Participants present and review their final reports • Discussion and personal action plan for future report writing

Certification

Participants will receive a Certificate of Completion in English for Business Report Writing, validating their ability to produce professional, well-structured, and impactful reports aligned with international business communication standards.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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