

## Report Writing

Write more “reader friendly” work-related reports

In this course, you will learn to write clear, concise and effective reports that follow United Nations editorial conventions.



UN Photo/JC McIlwaine

## The English Language Programme

offers you the opportunity to improve your report-writing skills.

### Course Objectives:

- Determine reader and purpose
- Use pre-writing techniques, such as brainstorming and outlining
- Format using UN conventions
- Use strategies for proofreading, editing and revising your reports
- Produce writing that is action-oriented
- Write for clarity, conciseness and accuracy
- Choose appropriate vocabulary

### Target Audience:

High-level learners or native speakers who want to learn how to write better reports for the United Nations

### Duration:

6 group sessions + 2 individual sessions

### Course Schedule:

LMS-1172  
11 Jan – 15 Feb 2017  
Wednesdays, 9:00 - 11:00am  
Computer Room A

### Eligibility:

- No pre-requisite required

### To Register:

Register via Inspira:  
[inspira.un.org](http://inspira.un.org)

1. Go to Main Menu – (Self Service) – My Learning
2. Type *Report Writing* in the Search the Catalog box

### Contact:

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