



Consulting and Training | Reach New Heights

Course Name

Report Writing - Mid Level

Sector Name

Interpersonal Skills and Self Development

Document Type

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Report Writing - Mid Level

Course Introduction

Reports are essential tools for decision-making, communication, and accountability within organizations. At the mid-level, professionals are expected not only to write reports, but to present information clearly, logically, and in a way that supports analysis and action.

Developed by **Boost**, this course is designed for professionals who already have basic writing experience and are required to produce reports for management, stakeholders, or internal use. The program focuses on improving structure, clarity, analysis, and professionalism in report writing, moving beyond simple information sharing.

Boost's Report Writing - Mid Level course emphasizes practical report-writing skills that help participants organize ideas, present findings, and communicate insights effectively and confidently.

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Target Audience

- ✓ Mid-level professionals and specialists
- ✓ Team leaders and supervisors
- ✓ Employees responsible for preparing reports
- ✓ Professionals who submit reports to management
- ✓ Staff seeking to improve report-writing quality.

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Learning Objectives

- ✓ Structure professional reports clearly and logically
- ✓ Present information in a clear and organized manner
- ✓ Write objective, concise, and purpose-driven reports
- ✓ Improve clarity, tone, and consistency in written reports
- ✓ Summarize findings and highlight key points effectively
- ✓ Produce reports that support understanding and decision-making

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Course Outline

✓ DAY 01

Understanding Professional Reports

Module 1: Purpose and Types of Reports

- ✓ Why reports are written
- ✓ Common types of workplace reports
- ✓ Understanding the reader and report objectives

Module 2: Report Structure and Organization

- ✓ Standard components of professional reports
- ✓ Logical flow and sequencing of information
- ✓ Matching structure to report purpose

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Course Outline

✓ Day 02

Writing Clear and Objective Content

Module 3: Writing with Clarity and Precision

- ✓ Clear sentence construction
- ✓ Avoiding unnecessary details
- ✓ Writing for understanding, not volume

Module 4: Tone, Style, and Objectivity

- ✓ Maintaining a professional and neutral tone
- ✓ Separating facts from opinions
- ✓ Writing with credibility and consistency

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Course Outline

✓ Day 03

Presenting Information and Analysis

Module 5: Developing Strong Report Content

- ✓ Presenting findings clearly
- ✓ Using explanations and supporting details
- ✓ Linking information logically

Module 6: Using Data and Evidence in Reports

- ✓ Incorporating figures, facts, and references
- ✓ Explaining data in words
- ✓ Avoiding misinterpretation

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✓ Day 04

Summarizing, Conclusions, and Recommendations

Module 7: Writing Effective Summaries

- ✓ Executive summaries and key highlights
- ✓ Capturing essential points clearly
- ✓ Writing concise and informative summaries

Module 8: Conclusions and Recommendations

- ✓ Writing clear conclusions
- ✓ Developing practical recommendations
- ✓ Linking conclusions to report objectives

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✓ Day 05

Reviewing, Improving, and Finalizing Reports

Module 9: Editing and Improving Report Quality

- ✓ Reviewing structure, clarity, and flow
- ✓ Eliminating repetition and ambiguity
- ✓ Ensuring consistency and accuracy

Module 10: Producing Professional Final Reports

- ✓ Final checks before submission
- ✓ Formatting and presentation standards
- ✓ Improving personal report-writing practice

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	Spain , Madrid
June 6, 2027	June 10, 2027	5 days	4250.00 \$	KSA , Dammam
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 7, 2026	Dec. 11, 2026	5 days	2150.00 \$	Virtual , Online

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info@boostuae.com info@boostorg.com

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