



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Business Report Writing Skills For Professionals Training

Business, Commerce and Management Studies / Office Administration

Unit Standard 110023 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips professionals with the skills to produce clear, concise, and effective business reports that meet organisational standards. Participants will learn to structure reports logically, present data persuasively, and tailor their writing to diverse audiences, enhancing decision-making and professional credibility.

Category	Business, Commerce and Management Studies
Subfield	Office Administration
Unit Standard	110023
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply report writing principles to structure and format business reports effectively.
- Analyze audience needs and purpose to tailor report content and tone appropriately.
- Evaluate data and evidence to support conclusions and recommendations logically.
- Design clear and persuasive arguments using appropriate language and visual aids.
- Implement revision techniques to edit and proofread reports for accuracy and clarity.
- Demonstrate professional report writing standards in a simulated business context.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, analysts, and any professionals who are required to write business reports as part of their role.
- It is ideal for individuals seeking to improve their report writing efficiency and impact.

COURSE OUTLINE

Day 1: Foundations of Business Report Writing

- Introduction to business report writing: purpose, audience, and context
- Types of reports: informational, analytical, progress, and recommendation
- Structure of a report: title page, executive summary, introduction, body, conclusion, recommendations, appendices
- Writing principles: clarity, conciseness, coherence, and correctness
- Plain language and professional tone
- Common grammar, punctuation, and style errors
- Report planning: defining objectives, gathering information, and outlining

Day 2: Writing and Structuring the Report

- Writing the executive summary: key components and techniques
- Crafting introductions: context, purpose, and scope
- Developing the body: presenting findings, analysis, and evidence
- Using visual aids: tables, charts, and graphs
- Headings and subheadings for structure
- Integrating data and evidence ethically
- Referencing and citation styles (e.g., Harvard, APA)
- Drafting conclusions and recommendations

Day 3: Editing, Finalising, and Presenting Reports

- Editing techniques: self-editing and peer review
- Proofreading for grammar, spelling, and punctuation
- Formatting and layout: fonts, margins, spacing, and numbering
- Creating a professional look: cover pages, headers, footers, and table of contents
- Presenting report findings: oral presentation skills
- Handling questions and feedback
- Quality assurance: checklist for final report
- Action planning for continuous improvement

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110023) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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