REPORT WRITING CERTIFICATION

As per International Standards

UNICHRONE

Unichrone Training Advantages

✔ 1 Day Interactive Instructor-led Online/Classroom or Group Training

✔ Course study materials designed by subject matter experts

✔ Mock Tests to prepare in a best way

✔ Highly qualified, expert & accredited trainers with vast experience

✔ Enrich with Industry best practices and case studies and present trends

✔ Report Writing Training Course adhered with International Standards

✔ End-to-end support via phone, mail, and chat

✔ Convenient Weekday/weekend Report Writing Training Course schedule

UNICHRONE

About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.

Guaranteed Quality

Handpicked Trainers

Global Presence

Online Training Option

We've trained professionals across global companies

PHILIPS

AXCESS
FINACIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DU PONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL ASSOCIATION

sitel group

Signify

AtoS

LEAR CORPORATION

Importance of Report Writing Training

✓ Report Writing Certification establishes the fact that a professional is fully capable of creating adequate, concise, and efficient reports. This certification reflects on research, analysis, data interpretation abilities, and presentation skills. A certified individual generates a coherent flow of information, provides admissible evidence, and provides an overview of information and reports, all of which demonstrate their ability to clearly explain crucial information. Report Writing Certification is especially relevant for business and academic researchers who need to write professional reports and present results, proposals, and recommendations.

✓ With considerable advantages, during training, candidates will enhance tremendous knowledge of subject matter, ideas, theories, and practice. It is a good chance for them to improve analytical thinking and problem analysis to identify problems and their solutions when they occur. Report Writing Course will cover such aspects of improvement as communication and presentation skills; candidates will be able to express an opinion and promote a particular strategy or project effectively. During training, candidates will have to go through Report Writing Exam, quizzes, and other question-and-answer sessions.

ELIGIBILITY CRITERIA

✔ Aspirants need not meet any requirements to pursue Report Writing Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

✔ Any individual who wants to gain skills to understand Report Writing can enroll in the Report Writing Training course.

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REPORT WRITING CERTIFICATION
ADVANTAGES

CERTIFIES YOUR TALENT

HELPS BUILDING VALUES

GLOBAL RECOGNITION

PERFECT EXECUTION

BUILDS CUSTOMER LOYALTY

MORE EMPLOYABILITY OPTIONS

Syllabus of Report Writing Training

Lesson 01 – Preparation for Report Writing
1. What is a Report?
2. Effective Report Writing
3. Setting Your Objectives
4. Thinking about the Reader
5. Obtaining the information

Lesson 02 – Planning the Project
1. Prioritizing the Information
2. Structuring your Material
3. Sequencing your Material

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Syllabus of Report Writing Training

Lesson 03 – Writing the Report
1.   Accuracy, Brevity and Clarity
2.   Writing Style
3.   Using Illustrations
4.   Presentation, Format and Layout
5.   Editing
6.   Proofing

Exam Format of Report Writing Certification

Examination Format	
Exam Name	**Report Writing Exam**
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Report Writing, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Report Writing exam.

Contact Us

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