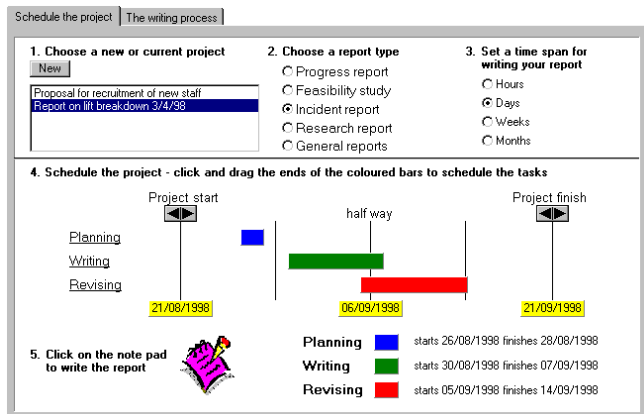


The Report Writer



Many programs teach you about writing reports or letters and then, at the end of the course, send you away to write them on your own. **The Report Writer** is unique in creating a supportive writing environment that enables you to learn while you are actually writing your letters and reports. **The Report Writer** integrates with major word processors and takes professional business people and engineers - as well as intermediate - advanced students - through each stage of writing, providing five levels of help which are available at a click of the mouse (*see below*).

Contents

The Report Writer covers every aspect of writing a business or technical document, but focuses on the following specific text types:

Letters of complaint, apology, enquiry, response to an enquiry, job application, debt collection, giving information. Business reports: feasibility study, progress report, incident report, research report, general reports.

Technical reports are taken from the following areas of engineering: mining, manufacturing, software, food, hydraulic.

What support does the program offer?

1. Structure and Organisation.

The Report/Letter Guide helps learners understand text organisation and the function of each part of their writing, using prompts to help them build their own reports or letters.

2. Grammar and Style

The Style Guide encourages learners to tackle important language areas through study and self-testing. Each program covers at least nine areas, including:

- connecting ideas
- active vs. passive
- prepositions
- writing paragraphs
- tenses
- nouns and pronouns
- writing sentences
- choosing the best words

3. Model Writing

The Report/Letter Bank is a reference library of model writing specially adapted from authentic reports or letters. These models give examples of different styles and illustrate how the sections of the document fit together.

4. The Writing Process

The Process Guide provides an interactive screen for users to set out schedules for their planning, writing and revising. It provides detailed help on all aspects of the writing process.

5. The Writer's Checklist

This function enables writers to check off each stage of the writing process as they complete it.

Teacher support

While **The Report Writer** is designed primarily for students to use on the computer, it also contains a huge amount of support material for teachers. This includes model letters and reports for you to use in class; info sheets on many aspects of writing that you can print as useful handouts for your students; explanations of grammar, style and tone; and heaps of background information on technical and business reports for teachers who are new to this field.

Sample classroom activity

Print out a sample report and cut it up into its sections (*introduction, executive summary etc*). Students have to use their knowledge of the function of each section and the logic of how the report fits together to label each section and put the report back together. This activity is an excellent lead-in to a discussion of the functions of the different parts of a report, or alternatively works well as a consolidation or revision activity.

Developed with The British Council

The Report Writer has been developed over a period of eight years in collaboration with four universities and the British Council Business Communication Unit. The British Council uses **The Report Writer for Business Reports** as the centrepiece of its Business Communication course, and many universities use **The Report Writer for Technical Reports** as an invaluable resource for science and engineering students writing their final year project reports.



The Style Guide comes complete with interactive tests

Language Areas

- Report writing
- Grammar
- Letter writing
- Style

Target Users

Business Reports

Language ability: Intermediate to Advanced
Letters, Faxes and Emails

Language ability: Intermediate to Advanced

Technical Reports

Language ability: Advanced

Technical: Minimum Requirement

Pentium, any Windows, network version available

Titles available

- The Report Writer for Business Reports
- The Report Writer for Technical Reports
- The Letter Writer for Letters, Faxes & Emails

