

Competency: Writing and Reporting

Activity 1

When reviewing a draft document try to put yourself in the reader's position. Think about what the reader wants or needs to know, and either remove any irrelevant content or add extra information.

Activity 2

Identify the purpose of any document you write and understand who will be reading it. Consider any assumptions you make about the reader's prior knowledge and check that your assumptions are realistic. Give clear explanations without being condescending.

Activity 3

Ask a colleague to review your documents and give you feedback on their structure and clarity. Keep your writing style concise and direct. Avoid using jargon and technical or specialized terms if writing for a general audience. Aim to make your writing accessible.

Activity 4

When a report is particularly important, think of it as an oral presentation. Read your first draft aloud and record yourself. When listening to the recording pay attention to the logical structure and clarity. Rewrite if necessary. Check the accuracy of critical facts and details and examine any assumptions underpinning your arguments. Also, don't forget to check your spelling and grammar.

Results: