

DAY THREE

ABIODUN TOKI

Reports

Types

- Information/Investigation Report
- Progress/Project Report

Reports

Exercise

- Freddy & Betty

Reports Exercise

From Experience Prepare

- An Information/Investigation Report

or

- A Progress/Project Report

Writing Proposals

ISOPADA FORMULA

A Proposal Writing Structure

- I = Introduction**
- S = Situation (how things are at present)**
- O = Objectives (of presenting this proposal)**
- P = Proposal (being put forward)**
- A = Advantages (from this proposal)**
- D = Drawbacks (the proposal may contain)**
- A = Actions requested**

ISOPADA FORMULA

Write on the following situation:

Propose to your management an idea you have that can improve a service procedure. Use an analysis of direct data or your experiences to persuade the management to implement the procedure because you are sure it will increase productivity.

- An Authentic Brief

A Format of Training Proposal

- Title of Proposal
- Programme Description
- Justification for the Proposal
 - relevant research information about the organization
 - detailed brief received from the organization
- Objectives – what to expect at the end of the event
 - Value/gain to the corporate
 - Value /gain to the individual participants
- Contents to Teach
 - The topics
 - The sub-topics
- Lesson Plan
 - Each module
 - Module timing
- Teaching methods
 - Pre-course events
 - Concept teaching
 - Individual and group activities
 - Audio-visual supports
 - End-of-course events
- Trainers Profiles
- Why Tom Associates – Company Profile
- References for Similar Assignments
- Logistics Arrangement
- Fee Considerations

- Writing Errors – Parallel Structure

PARALLEL STRUCTURE

Some of our priorities include linking employee compensation to performance, keeping administrative costs down, the expansion of computer use by staff, and the improvement of performance-review skills of managers.

PARALLEL STRUCTURE

John Kunbi of our Bonny office will now supervise our Western Division; and the Eastern Division will be supervised by our Uyo office manager, Mr. Dare Lawal.

PARALLEL STRUCTURE

We need more laboratory space, additional personnel is required, and we also need more capital.

PARALLEL STRUCTURE

To lease a car is more expensive than buying one.

PARALLEL STRUCTURE

To use the new copier, slot in your master card, the paper tray must be loaded, indicate the number of copies you need and your original sheet should be inserted through the feeder.

CLICHES

- Easier said than done
- First and foremost
- Last but not least
- Move the country forward
- Dividend of democracy
- Neither here nor there
- All protocols observed
- The last straw
- Beyond the shadow of a doubt
- Exception to the rule
- Hit below the belt
- When all is said and done.

PUNCTUATION GUIDES

Punctuation - Comma

If you would naturally pause when reading a sentence aloud then a comma is appropriate at the point of the pause.

Punctuation - Comma

If you would naturally pause when reading a sentence aloud, then a comma is appropriate at the point of the pause.

Punctuation – Semicolon

Use a semicolon to separate two independent clauses like when each clause can even stand as a full sentence on its own.

Punctuation – Semicolon

The common mistake here is to use a comma instead; that creates what is known as a run-on sentence.

Punctuation – Dash

When ever we're chatting with someone and we all do we can use tonal inflection to show a change in the course of thought.

Punctuation – Dash

When ever we're chatting with someone – and we all do – we can use tonal inflection to show a change in the course of thought.

Punctuation – Bracket

You can also use a bracket just like you use a dash to indicate an abrupt stop or a change in the course of thought.

Punctuation – Bracket

You can also use a bracket (just like you use a dash) to indicate an abrupt stop or a change in the course of thought.

Executive Summary – What It Is

- A reduced version of a longer document or body of documents containing all the salient points.
- Information processing by which information is made more readily accessible to decision makers.
- Reduction of information into concise, manageable and usable form for decision making.
- A short document that summarizes a much longer document for the use of busy executives.
- An overview of information about an idea, plan or policy.
- Estimated length of 1–10 per cent of original document. Some executives insist on one page.

Purpose of An Executive Summary

- Reduction of paper work.
- Saves time and allows busy executives focus on more strategic tasks.
- Aids decision-making.
- Whets appetite and grabs reader's attention.
- Boost to productivity.
- Aids implementation of plans & policies.

Consider this: “A compelling executive summary can make the difference between a bold business strategy for the future and a handsomely bound, expensive dust collector. A business plan is only effective if it is implemented.”

Doing Your Executive Summary

- Read and comprehend entire document or sets of documents/reports that you need to summarize.
- Identify the main theme and sub-themes.
- Note what you believe are the salient points only.
- Arrange those salient points in a logical order.
- Prepare your draft summary and review it against the original documents. Ensure cogent completeness.
- Edit your draft and give your summary to your use peer for review where appropriate.
- Make final corrections as found necessary.

Qualities of An Effective Summary

- Clear statement of purpose and issues.
- Captures all salient points without sacrificing brevity.
- Provides meaningful guide to decision-making.
- Grabs and sustains attention.
- Easily understood without recourse to original copy.

Qualities of an Effective Executive Summary

- Clear statement of purpose and issues.
- Captures all salient points without sacrificing brevity.
- Provides meaningful guide to decision-making.
- Grabs and sustains attention.
- Easily understood without recourse to original copy.

Organising Your Thought

Introduction

Community Development

Employee Welfare

Financial Issues

Conclusion

- British English v American English

- Keys to good writin