


# € TRAINING

Effective Business Correspondence and  
Report Writing

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office setting with large windows.

28 September -  
2 October 2025  
Manama (Bahrain)



# Effective Business Correspondence and Report Writing

REF: K2817 DATE: 28 September - 2 October 2025 Venue: Manama (Bahrain) - Fee: 4600 Euro

## Introduction:

This training program is designed to enhance participants' abilities to draft impactful correspondence and reports in a professional setting. It emphasizes structure, clarity, and tone, equipping participants to produce high-quality written communications.

## Program Objectives:

By the end of this program, participants will be able to:

- Apply industry best practices in correspondence and report writing.
- Effectively structure various business documents to achieve clarity and impact.
- Utilize appropriate language, tone, and style for diverse professional contexts.
- Proofread and edit documents to ensure precision and professionalism.
- Create specialized documents tailored to specific organizational needs.

## Target Audience:

- Mid-level professionals.
- Employees responsible for drafting and reviewing documents.
- Team leaders.
- Supervisors.

## Program Outlines:

### Unit 1:

#### Introduction to Professional Correspondence:

- Types of business correspondence.
- Essential components of correspondence.
- Tone and style in professional communication.
- Common pitfalls and how to avoid them.

- Best practices in email etiquette.

## Unit 2:

### Report Writing Fundamentals:

- Identifying different types of reports.
- Structuring reports for clarity and coherence.
- Incorporating visuals and data for impact.
- Tailoring reports for diverse audiences.
- Balancing depth and brevity in report writing.

## Unit 3:

### Improving Writing Style and Tone:

- Choosing the appropriate tone for professional contexts.
- Differentiating between active and passive voice.
- Writing with clarity and simplicity.
- Addressing common grammatical challenges.
- Ensuring logical flow and sentence structure.

## Unit 4:

### Editing and Proofreading Techniques:

- Self-editing strategies for effective writing.
- Using standard editing symbols and practices.
- Techniques for proofreading accuracy.
- Enhancing readability and flow in documents.
- Incorporating feedback to refine drafts.

## Unit 5:

### Writing Specialized Documents:



- Crafting clear and concise memos.
- Structuring impactful proposals.
- Drafting accurate and well-organized minutes of meetings.
- Preparing executive summaries that inform and persuade.
- Writing professional letters of complaint and response.