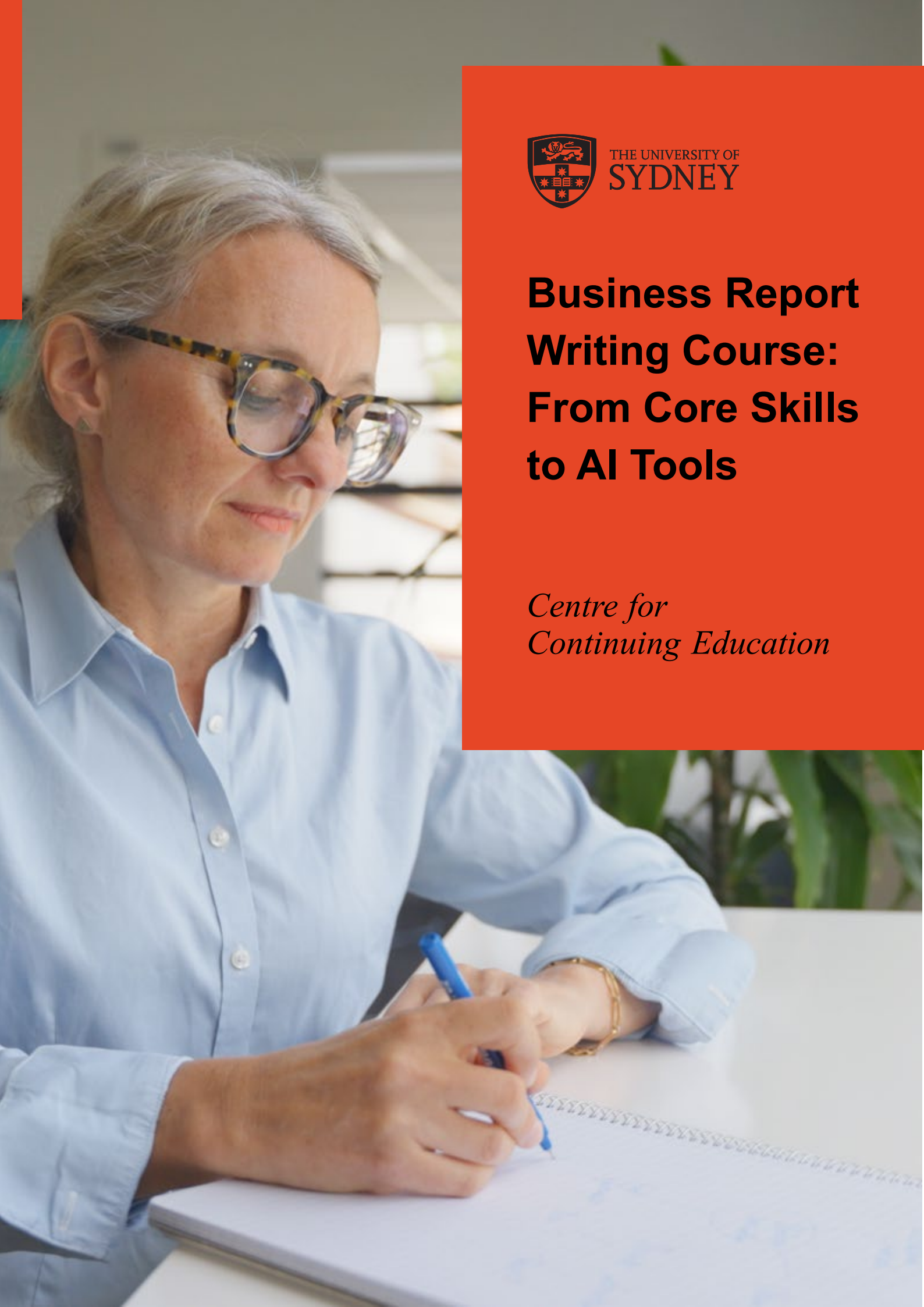




THE UNIVERSITY OF
SYDNEY

Business Report Writing Course: From Core Skills to AI Tools

*Centre for
Continuing Education*



Business Report Writing Course: From Core Skills to AI Tools

A business report is a powerful communication tool, and modern artificial intelligence (AI) writing tools are making it easier than ever for professionals to plan, write and edit impactful reports.

At this one-day course, you'll learn how to pair generative AI tools with timeless writing principles to write any type of report.

Whether you write annual reports or board reports, thought leadership reports or marketing reports, operational reports or business submissions, your audience is pressed for time. The report must lead with its insights and recommendations first, followed by a logically structured sequence of supporting information.

This immersive course explains firstly how to use AI as a thought partner to ensure you have addressed audience needs and covered all necessary angles. You'll then learn to craft each report around a concise high-level message, supported by logically ordered support points. You'll learn how to decide how little or how much technical detail to include, what to do about business jargon, and what to do when new facts force you to change the report angle.

The course builds on the essential learnings of the Centre's one-day Business Writing Essentials Course: From Core Skills to AI Tools and can be taken on its own or in conjunction with that course.

Prerequisites

This course assumes good skills in written English, with an understanding of linguistic terms and business processes.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

This business writing course is aimed at mid-career or senior professionals who need to write balanced and thorough reports – either to persuade, inform or request an outcome. If you write simple reports that are less than two pages long, you may want to take the Business Writing Essentials Course: From Core Skills to AI Tools first. If you are seeking writing skills that apply to a range of advanced settings and not just reports, consider our Business Writing Masterclass: From Core Skills to AI Tools.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Outcomes

By the end of this course, you should be able to:

- plan reports by first determining your high-level aims and audience needs
- use the hierarchy structure (also known as Pyramid Principle or Minto Structure) to organise ideas using either a top-down or bottom-up approach
- write a concise executive summary that guides the reader through the situation, complication and key question the report will address
- write the report body by planning each sub-section as the answer to a high-level question
- use compelling evidence to support your case
- review documents for plain English usage and correct style.



Content

AI overview

Introduction to effective AI usage, and the prompts, commands and modifiers to consider.

Planning

The main planning tools (objectives, audience, context and constraints); establishing the focus of your reports and briefing papers.

Organising

Brainstorming the support points; putting your ideas into order; creating content hierarchies that help readers navigate the document.

Writing executive summary

Writing an executive summary with the key components; setting up the body of the document; writing recommendations that align with report objectives.

Writing report body

General approaches for organising your content logically in the document sections; tips for reporting in PowerPoint; tips for slide design.

Troubleshooting

Refining various details of your work, including checking for persuasive proof-points, simplifying technical content, interpreting numbers and writing with tact.

Reviewing

The four stages of review: checking for plain English usage; proofreading for style, grammar and formatting.



“I enjoyed this course and the opportunity to brush up on somewhat rusty use of grammar and structure. It is always good to have a reminder once a decade!.”

Mark Shurety



Materials

Course materials, including a presentation and a course booklet, are provided electronically.

Delivery style

Learning methods include open discussions, group exercises and individual response to mini tests throughout the day. Several of the exercises are intended for you to plan, organise and draft elements of an actual report you are working on (or a fictional exercise if you prefer).



Featured facilitator



Stephanie Oley

Stephanie is an experienced business writer and coach who has developed a sound method of teaching concise, jargon-free writing that tells the story and sets clear reader expectations. Her early career was in government and publishing, before she moved into business writing and coaching in 2006.

She has led various writing workshops and programs throughout both the government and private sectors. Some of her notable clients include the Reserve Bank of Australia, NSW Health, Woolworths, Transport for NSW, Credit Corp Group, Law Society of NSW, NHVR, and various Local Councils. In 2013 Stephanie followed her business nose to become partner at Sydney creative agency, The Offices, where she oversees day-to-day proposal writing, content marketing and a range of corporate client writing projects.

Stephanie has a Bachelor of Arts from The University of Sydney, majoring in Linguistics and English Literature, and holds a Cert IV in Training and Assessment. She is a member of the Sydney Chamber of Commerce and volunteers her writing expertise for a number of not-for-profit organisations.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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