

FACULTY DEVELOPMENT CENTRE

St. Joseph's College, Tiruchirappalli



THE ART OF REPORT WRITING

FOR THE BENEFIT OF MICRO-QUALITY CIRCLE MEMBERS

Fr Carty Board Room, January 29, 2025, 2.00 p.m. - 5.00 p.m.



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Director - Training, Placement and Corporate Relations

Key Takeaways

1. Purpose and Objective of the report writing
2. Structure of the report writing
3. Clarity of the report writing
4. Evidence-Based Inputs in report writing
5. Audience Focus in report writing
6. Objectivity in report writing
7. How to give Actionable Recommendations
8. Formatting and Consistency in report writing
9. Visual Appeal in report writing
10. Review and Revise in report writing
11. Clarity of Communication in report writing
12. Informed Decision-Making in report writing
13. Organized Presentation in report writing
14. Professionalism in report writing
15. Actionable Outcomes in report writing
16. Critical Thinking in report writing
17. Documentation and Record-Keeping
18. Learning and Insights in report writing

Members of MQC are requested to
Register at : <https://seminar.sjctni.edu/FDC/ARW/>