

Report writing skills

WEA Adult Learning
Within Reach



Report writing skills

Currently delivered online this course upskills staff and boosts confidence. It focusses on helping learners improve their communication, literacy skills, spelling, punctuation and specifically report writing. Learners develop the ability to respond to, and produce written communication in a formal setting. Courses are built around the needs of learners and their workplace. Learners report the skills and knowledge gained are beneficial to their work and home life.

Learners: Relevant to any learner wishing to improve these skills

Duration: 2 days (12 hours)

Tailored workplace learning: To discuss how this course could be tailored to meet your needs and get a quote for course delivery, please email Archie Campbell a.campbell@wea.org.uk or Janice Wimpenny j.wimpenny@wea.org.uk Or Call **0131 226 3456**.

WEA Scotland

525 Ferry Road
Edinburgh
EH5 2FF

T. 0131 226 3456
E. scotland@wea.org.uk
W. weascotland.org.uk

 @WEAScotland
 WEAScotland



The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).