

PROPOSAL AND REPORT WRITING

Component Description	Objectives
<ul style="list-style-type: none">◆ Concepts And Objectives Of Proposals and Reports◆ Writing For Your Audience◆ Style And Tone◆ Formats◆ Organization◆ Layouts◆ Sections◆ Appendices◆ Composition◆ Editing	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none">– identify and discuss the attributes of various types of proposals and reports– address the audience’s needs– use style and tone for maximum impact– format and compose effective proposals and reports– critique and improve one’s work

