Elevora
Global Training

COURSE BROCHURE

Business Writing and Report Preparation

Communication & Personal Effectiveness

Most demanded

Code	Duration	Formats	Language	Certificate
CS-101	5 or 10 days	Classroom, live online, in-house, blended	English or Arabic	Certificate of completion

A practical communication and personal effectiveness course covering principles of clear business writing, structuring documents and writing reports and proposals. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Business Writing and Report Preparation gives delegates a structured, practical understanding of principles of clear business writing and structuring documents, then builds the skills to apply writing reports and proposals, effective emails and editing and proofreading in real work. Sessions are led by practitioners with at least 15 years in the field.

Who should attend

Professionals in any role who want to communicate, serve customers and work more effectively.

What you will learn

- Principles of clear business writing
- Structuring documents
- Writing reports and proposals
- Effective emails
- Editing and proofreading

5-day course outline

Day 1	**Principles of clear business writing**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Structuring documents**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Writing reports and proposals**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Effective emails**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Editing and proofreading**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Principles of clear business writing** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Structuring documents and writing reports and proposals** — Group exercises that combine methods from week one.
Day 8	**Field case study: Effective emails** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Editing and proofreading** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
9 Nov 2026 to 13 Nov 2026	Istanbul	5 days	**$2,450**
14 Dec 2026 to 18 Dec 2026	London	5 days	**$3,450**
4 Jan 2027 to 15 Jan 2027	Dubai	10 days	**$4,450**
15 Feb 2027 to 19 Feb 2027	London	5 days	**$3,450**
21 Mar 2027 to 1 Apr 2027	Cairo	10 days	**$4,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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