



CENTER OF BUSINESS ADMINISTRATION

REPORT WRITING COURSE SYLLABUS

Class	Topic	Content	Assignment	Learning Outcome
Day 1	Memo	<ul style="list-style-type: none"> • Purpose of Memo Writing • Memo Format 	Write a memo about a problem or solution to a problem in an organizational context.	<ul style="list-style-type: none"> - Get an understanding of use of memo writing in workplace - Be able to communicate professionally in a formal work environment using proper memo format
Day 2	Memo Assignment Review and feedback	<ul style="list-style-type: none"> • Pointing out common errors people make in writing memo • Important features to remember about memo 	Edit work/memo based on given comments and generate a response to the assigned/written memo.	<ul style="list-style-type: none"> - Be able to understand organizational hierarchy - Be able to generate proper response to received memos based on where in the organizational structure the memo comes from
Day 3	Summary	<ul style="list-style-type: none"> • What is summary? • Purpose of summary in workplace • Types of summary • How to summarize long documents? 	Summarize the assigned document	<ul style="list-style-type: none"> - Having learnt importance and use of summary in institutional environment - Have a general understanding of summary types - Be able to summarize documents of any length and type
Day 4	Executive Summary	<ul style="list-style-type: none"> • Characteristics of an executive summary and its special features • How to write executive summary? 	Edit the summary from the previous class based on the critics provided and generate an executive summary of another document	<ul style="list-style-type: none"> - Develop an understanding of the difference between any summary and executive summary - Be able to produce executive summary for any document size
Day 5	Short Report	<ul style="list-style-type: none"> • Length and use of short reports • Structure/format • Use of multiple sources in report and their citation 	Write a short report on one of the given topics by the due date	<ul style="list-style-type: none"> - Develop an understanding of what to include in which part of the report - Be able to work in groups and write and compile short reports
Day 6	Business Letter	<ul style="list-style-type: none"> • Purpose of writing a business letter • Format • Key features to keep in mind while writing a business letter 	Write a business letter to your fellow student in context of their organizational background and submit assignment through email	<ul style="list-style-type: none"> - Be able to communicate in a business word - Be able to convey message/demands/reports in a professional structure - Be able to comprehend your technical and writing mistakes from the provided feedback

TRAINER'S PROFILE

Ali Juma Taqavi

Ali Juma Taqavi has his BA degree from American University of Afghanistan in Political Science and Public Administration, minor in Law. He is currently the Country Manager for Altamira Worldwide. Mr. Ali Juma has been debate trainer with Afghans for Progressive Thinking and debate coach for AUAF's debate club. He has over eight years training experience. He has been offering trainings to English Language Instructors over teaching methodology, effective and proficient writing skills and business communication for the past five years. He is part-time content developer and proposal writer with Advanced Accounting LLC.

