

Prior-knowledge checklist for 'Writing Persuasive Reports' (MPDWPR)

Writing Persuasive Reports (MPDWPR) is a 'Develop' level course. This means that you need to already have a certain level of knowledge/experience in business writing to gain the most from it.

Use the following checklist to ensure you'll get the best from this course. If you don't already have the knowledge/experience outlined below, you may want to attend either our 'Business Writing Essentials' or 'Business Writing Made Clear' courses before attending Writing Persuasive Reports.

✓ or ✗

Using a straightforward structure to plan documents

Considering the needs of your audience

Using the most appropriate grammar, spelling and punctuation to get your message across

Writing in plain English

Using active language

Editing and reviewing your work

If you need any support, please don't hesitate to contact your QA Account Manager.