



VENUE: ASM LEARNING CENTRE
Amcorp, Petaling Jaya

DATE:

TIME: 9.00am – 5.00pm

OBJECTIVES:

- Create effective Reports
- Begin and design the Reports
- Write better Reports
- Use a step-by-step approach to Report Writing
- Use the relevant grammar for writing Reports
- Enhance their knowledge, skill and confidence to write well
- Learn the rules of good writing

EFFECTIVE REPORT WRITING

OVERVIEW:

Does writing reports fill you with dread? Does your mind go out of gear when you have deadlines to meet? Do your reports look inadequate?

This programme addresses your concerns and provides you with the guidance and help you need to produce professional work! It targets areas where immediate improvements can be made, thus ensuring that you get immediate results from your learning.



ASM LEARNING SDN. BHD. (1086437-H)
Centre for Human Resource Development & Training
Centre
Suite 901, 9th Floor, Menara PJ, Amcorp Trade
18, Persiaran Barat, 46050 Petaling Jaya,
Selangor.

COURSE CONTENT:

- Module 1: Introduction
- Module 2: Parts of A Report
- Module 3: Language Tools for Report Writing
- Module 4: Sources of Information
- Module 5: Visual Aids
- Module 6: Conclusion

PRINCIPAL CONSULTANT & TRAINER

Dr. Manohar PhD. is a lecturer, speaker, trainer and consultant with over 25 years' experience in English, Business Communication, Management and Leadership Skills. He holds a Bachelor Degree (Hon) in English from the University of Malaya. He also holds a B.Sc. Degree (Hon) in Marketing, a Master Degree in Communication and a Ph.D.

REGISTRATION FORM

Complete the registration & fax/email to:

FAX: 603-7960 2326

Email: seminar@asmlearning.com

Register online: www.asmlearning.com

Online Banking: RHB A/c: 21247900052760
(Please fax us the bank-in-slip)

Please register me for the following programme.

EFFECTIVE REPORT WRITING

PROGRAMME DATE:

FEE: RM1,200 (exclude 6%GST)

Participant's Information

- 1) Name: _____
- Job Title: _____
- Organisation: _____
- Tel: _____ Fax: _____
- H/P: _____ Email: _____
- 2) Name: _____
- Job Title: _____
- Organisation: _____
- Tel: _____ Fax: _____
- H/P: _____ Email: _____

GROUP DISCOUNT- 10%
An organization sending two (2) or more participants to attend the same course on the same day is entitled to a 10% discount.

PAYMENT OPTION

Please make the cheque payable to:-

ASM LEARNING SDN. BHD.

with the title of the programme written on the back of the cheque. All payments should be made in advance of the programme date.

Certificate Of Attendance

A certificate will be issued to all participants of the programme.

Confirmation

All participant(s) will receive written confirmation of their registration.

Substitution of Participant(s)

This is allowed, provided ASM Learning is notified of the name and the designation of the new participant(s) at any time prior to the commencement of the event.

Cancellation

If notice of withdrawal is given in writing within 10 days preceding commencement of the event - 40% of the fee will be charged. After commencement of the programme / no show- No refund will be made. Upon submitting this form, you are deemed to have read and understood the Registration Guidelines and Policies and have accepted the terms contained therein. Please return this registration form together with the payment to reach us before the event.

Contact Person's Detail

Name: _____

Job Title: _____

Organisation: _____

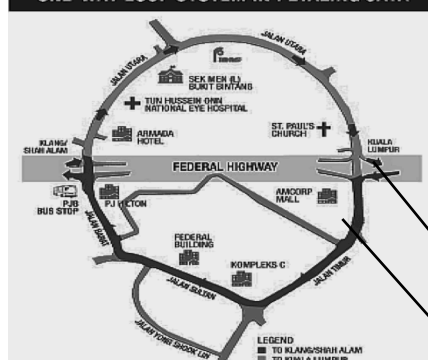
Tel: _____ Fax: _____

H/P: _____ Email: _____

Administrative Details

Tel: 03-7956 2325 / 7956 2327
Fax: 03-7960 2326
Email: seminar@asmlearning.com
Mail to: ASM LEARNING SDN. BHD.
Suite 901, 9th Floor, Menara PJ,
Amcorp Trade Centre, 18,
Persiaran Barat, 46050 Petaling
Jaya, Selangor.

ONE-WAY LOOP SYSTEM IN PETALING JAYA



Petaling Jaya New Town uses a new one-way loop system. If in the direction of Klang or Kuala Lumpur take the Taman

Taman Jaya Exit both directions

WE ARE HERE
MENARA PJ AMCORP
TRADE CENTRE