

Africal Leadership Institute and Uganda Management Institute Short Course



MODULE: REPORT WRITING

Module Leader: Dr. Lazarus Nabaho

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Uganda Management Institute
Short Course**

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Funded by Democratic Governance Facility

Produced in partnership with Uganda Management Institute

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1. Introduction

Members of Parliament (MPs), in the execution of their law making, oversight and appropriation roles, are required to either write formal reports or to review the reports written by the Assistant Clerks to the committees of the legislature. Secondly, Rule of 202 (1) of the Parliamentary Rules of Procedure provides for minority report in that, any member or members dissenting from the opinion of a majority of a Committee may state in writing the reasons for his or her of their dissent, and the statements of reasons shall be appended to the report of the committee. The member dissenting from the opinion of the majority of the Committee shall be given time to present the minority report at the time of the consideration of the Committee report (Rule 202.2). The Rule empowers individuals to present opinions backed with evidence from the consultation with stakeholders.

The imperative to prepare reports necessitates that MPs have a fair grasp of the principles of good report writing.

2. Module Aim

To enhance the participants' knowledge and skills in writing the different types of reports for Parliamentary business.

3. Module Learning Outcomes

At the end of the module, participants should be able to:

- Write quality reports
- Structure reports according to the conventions of report writing
- Control the quality of reports
- Insert statistics, tables and graphs in reports and interpret them correctly
- Draw conclusions based on evidence in the report
- Make actionable recommendations to the legislature and other arms of the State

4. Module Content

Day One: Introduction to Report Writing

- (a) Meaning of a report
- (b) Types of reports for Parliamentary Business
- (c) Structure of formal reports
 - The basic structure
 - Conclusions and recommendations in committee reports
 - How to prepare an executive summary/abstract
- (d) Principles of clear report writing
- (e) Writing effectively

Day Two: Using statistics, tables and graphs

- (a) Statistics
- (b) Tables
- (c) Charts and graphs
- (d) Explaining tables and charts

Day Three: Techniques for Impartiality in Report Writing

- (a) Impartiality in confidential work
- (b) Impartiality in Committee reports

Day Four: Quality Control in Report Writing

- (a) Self-review
- (b) Peer Reviewing
- (c) Editing
- (d) Proof-reading
- (e) Making a success of quality control
- (f) Proof-reading and editing checklist

5. Teaching and Learning Methods

- Interactive lectures
- Case studies
- Group work.

6. Assessment Strategies

There shall be NO assessment because the module is intended to enhance the capacity of the participants in report writing.

7. Facilitators

- i. Dr. Lazarus Nabaho
- ii. Dr. Sylvester Kugonza
- iii. Dr. Kiiza Kenneth Alfred
- iv. Dr. Andama Felix Adibur'u
- v. Dr. Beinebyabo Adria

8. Reading List

Barrass, R. (2002). *Writing at Work: A Guide to Better Writing in Administration, Business and Management*, Routledge, London.

Flanagan, S. (2007), *Report Writing Skills*. CSU Organisational Development.

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