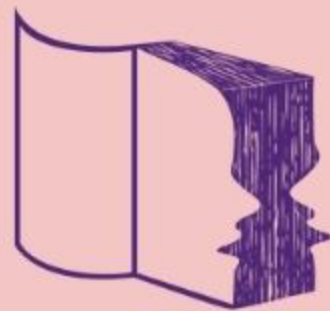




香港教育大學

The Education University  
of Hong Kong



語文教育中心

Centre for Language  
in Education



# Workplace Communication: Writing a Report

Join this workshop to acquire essential skills for creating clear and effective reports. Covering key components such as structure, clarity, and analytical techniques, this interactive session will guide you through the report-writing process.

Register Here



## Workshop Schedule

**Date: Tuesday, 24 Sep 2024**

**Time: 14:30-16:30**

**Venue: Room H (ASLLC B3-G-05)**

---

For enquiries, contact us at [asllc@eduhk.hk](mailto:asllc@eduhk.hk)

