



Statistical Capacity Building (StatCaB) Programme
[2019-STATCAB-63001]

'Effective Written Communication Techniques'
INSTAT of Albania
18-19 March 2019



Day 2 | Session 1

Techniques for Report Writing



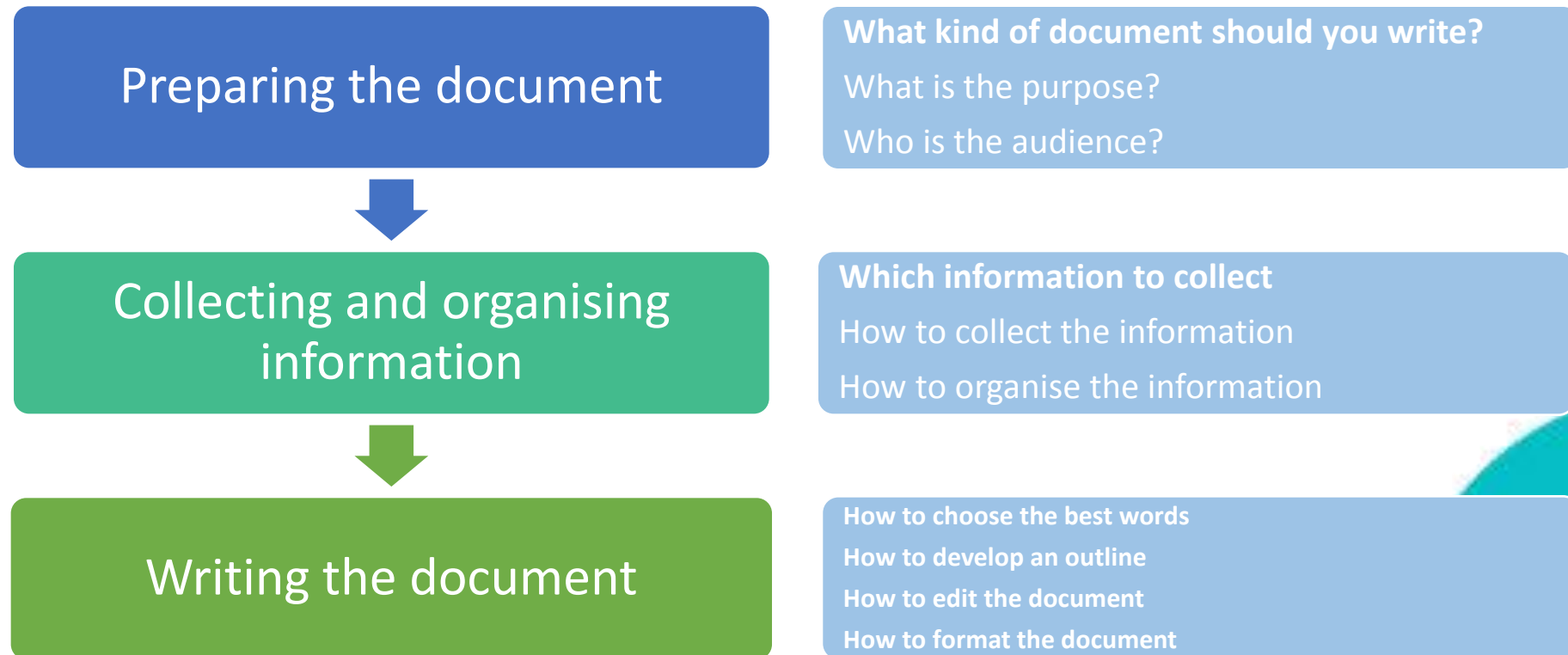
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- **PREPARE A WRITTEN DOCUMENT**
- **TYPES OF REPORT**
- **THE WRITING PROCESS**
- **BASIC STEPS FOR WRITING REPORT**
- **THE ESSENTIAL STAGES OF REPORT WRITING**
- **BASIC BUSINESS WRITING TIPS**
- **STATISTICAL DATA DISSEMINATION**
- **OFFICIAL DISSEMINATION**
- **DATA DISSEMINATION TO PUBLIC-AT-LARGE**

Prepare a Written Document



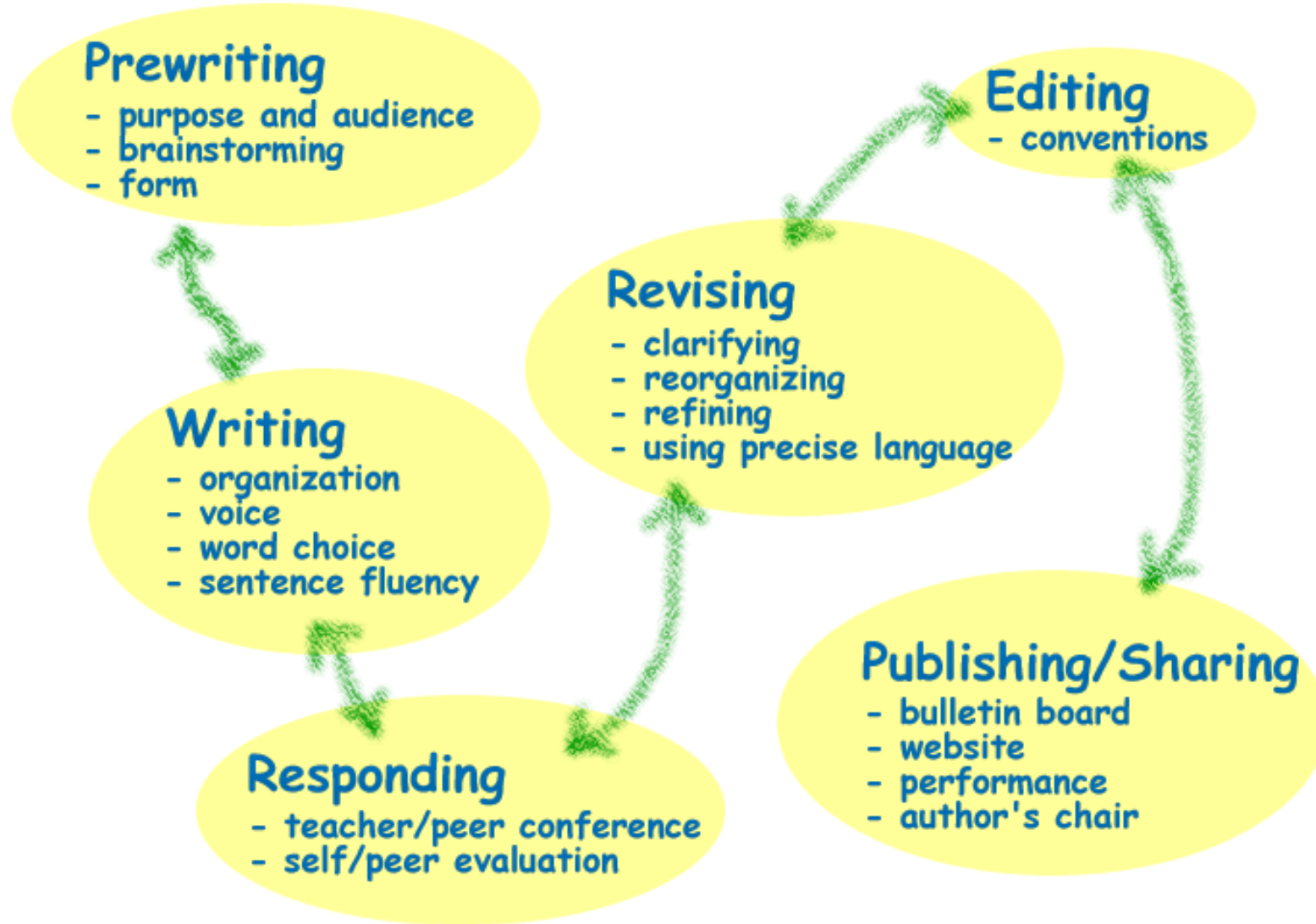
Source: <https://etraining.communitydoor.org.au/mod/page/view.php?id=39>



Types of Report



Source: <https://www.legit.ng/1191952-how-types-report-writing.html>



Basic Steps for Writing Report

- Step 1: Decide on the 'Terms of reference'
- Step 2: Decide on the procedure
- Step 3: Find the information
- Step 4: Decide on the structure
- Step 5: Draft the first part of your report
- Step 6: Analyse your findings and draw conclusions
- Step 7: Make recommendations
- Step 8: Draft the executive summary and table of contents
- Step 9: Compile a reference list
- Step 10: Revise your draft report



Source: <https://www.openpolytechnic.ac.nz/current-students/study-tips-and-techniques/assignments/how-to-write-a-report/>

The Essential Stages of Report Writing

Stage One: Understanding the report brief

Stage Two: Gathering and selecting information

Stage Three: Organising your material

Stage Four: Analysing your material

Stage Five: Writing the report

Stage Six: Reviewing and redrafting

Stage Seven: Presentation



Source: <https://www2.le.ac.uk/offices/ld/resources/writing/writing-resources/reports>

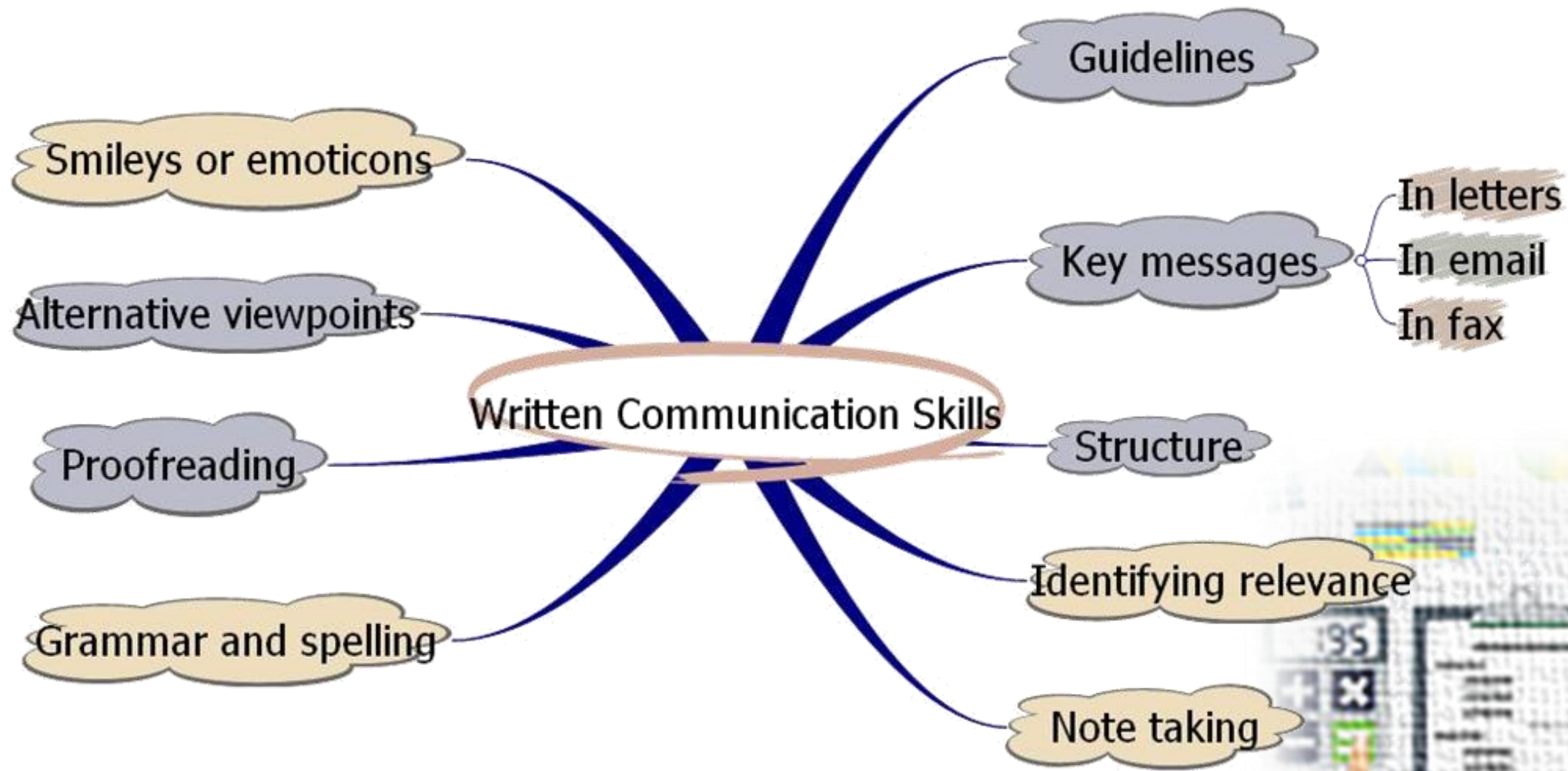
- Stop and think
- Don't use jargon, don't try to sound smart, let your ideas be smart
- Use as few words as possible and kill multi-word phrases
- Reduce adjectives and adverbs
- Write more and read more to be better
- Always know your audience
- Do reread and rework the first draft
- Edit, edit, edit, edit.



Source: <https://bizfluent.com/about-6690331-importance-effective-written-communication.html>


Written Communication – Good Practice

- Follow organisational guidelines and procedures
- Ensure that you have identified and conveyed key messages in writing
- Use correct grammar and spelling
- Structure writing into a logical framework
- Be able to identify relevant information in written communications
- Be able to review and proofread own written work
- Be able to conveying alternative viewpoints
- Be able to review and edit documents created by others
- Become proficient at taking notes



Data dissemination consists of distributing or transmitting statistical data to users.

The First Principle of UN Fundamental Principle of Official Statistics: *“Official statistics provide an indispensable element in the information system of a democratic society, serving the Government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and **made available on an impartial basis by official statistical agencies to honour citizens’ entitlement to public information**”*¹

A magnifying glass is positioned over a line graph on a piece of paper. The graph shows several data series with different colored lines (red, green, blue, orange) plotted against a grid. The magnifying glass is focused on a specific point on one of the lines, highlighting the data. The paper is slightly crumpled and has other faint markings.

¹ Source: <https://nsdsguidelines.paris21.org/node/796>

- A responsive statistical agency commits to releasing information to the public at regular intervals.
- These can satisfy national, regional and international reporting.
- Working on a data dissemination plan should involve the focal points and key persons involved in the process across the statistical system.
- Reporting by statistical agencies to international monitoring agencies often follow specific reporting requirements and formats
- These should be reconciled within the context of a public data dissemination policy in which the public-at-large have access to the same information



Source: <https://nsdsguidelines.paris21.org/node/796>

Data Dissemination to Public-at-Large

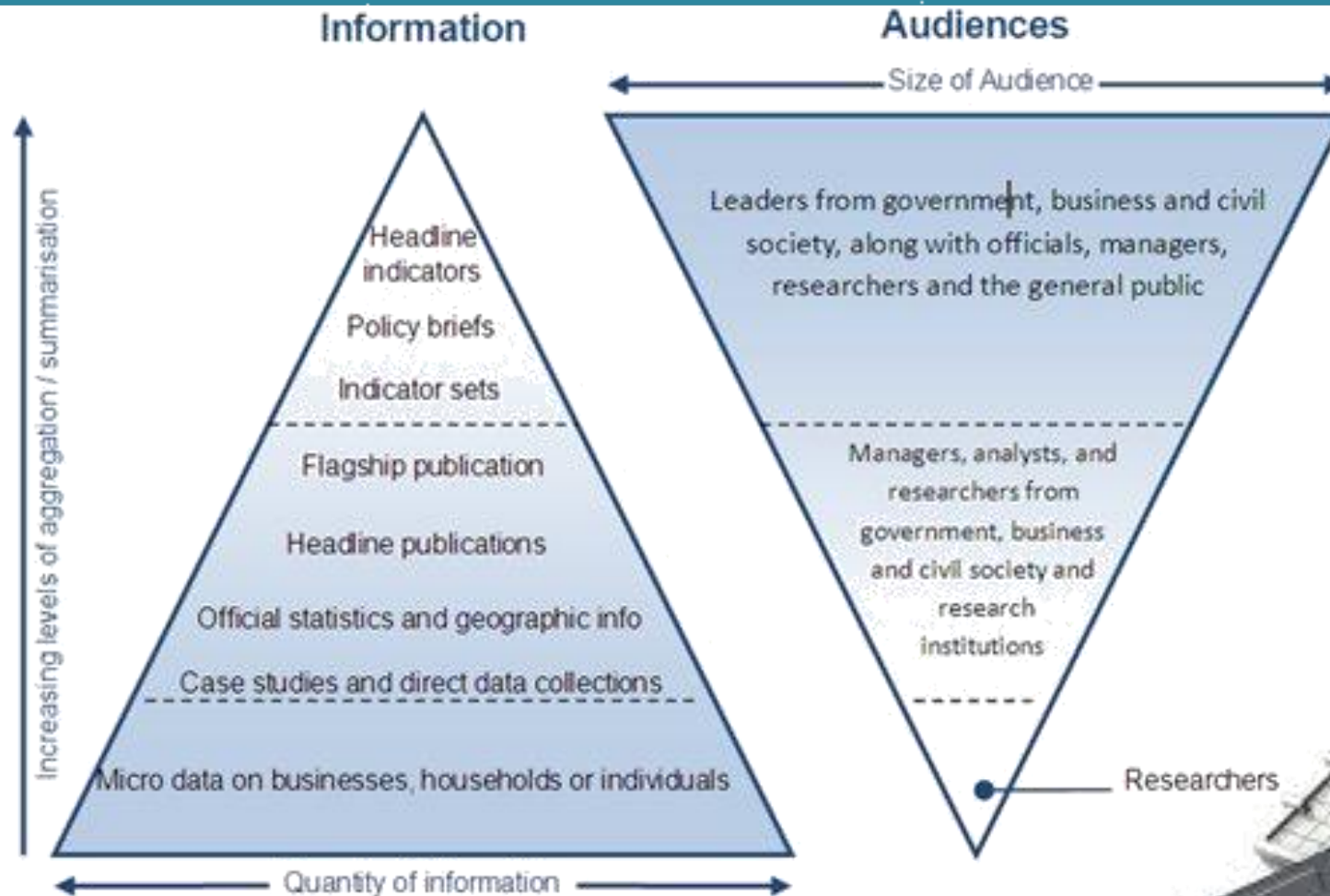


Figure 1: Information and audience model for the ECA data and related information and knowledge products.

Source: UNECA



- Disseminating data to the public-at-large requires data dissemination strategies.
- The illustration provides a conceptual reference that should define the various user communities and the demand for data they require
- The development of a coherent data dissemination policy with an enabling development document that accounts for activities and funding and monitoring progress will provide the practical context for implementing the dissemination policy.
- To provide relevant and effective data visuals for informing certain sectors in society.



Source: <https://nsdsguidelines.paris21.org/node/796>



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18 - 23 AUGUST 2019 ■ KUALA LUMPUR



THANK YOU



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Your Data Is Our Future



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