<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Business Management</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Report Writing</td>
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<tr>
<td>TSC Description</td>
<td>Write reports using terminology appropriate to the reader as well as identify requirements for written reports</td>
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<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td>PTP-INR-1001-1.1</td>
<td>PTP-INR-2001-1.1</td>
<td>PTP-INR-3001-1.1</td>
<td>PTP-INR-4001-1.1</td>
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<tr>
<td>Assist in drafting reports using terminology appropriate to readers before submission to immediate supervisors</td>
<td>Assess and check information for currency, accuracy and relevance and draft reports using terminology appropriate to the reader before submission to immediate supervisors</td>
<td>Assess and check information for comprehensiveness of flow and content and write reports using terminology appropriate to readers</td>
<td>Establish report parameters to ensure that completed reports are consistent with objectives and requirements</td>
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**Knowledge**
- Types of reports
- Elements of a well-written report
- Methods of displaying data

**Abilities**
- Gather factual information required for the report
- Describe research findings, trends and analyses
- Draft report contents
- Present factual information required for the report
- Check currency, accuracy and relevance of report
- Edit and prepare report that effectively conveys information to readers
- Submit report for proofreading
- Develop report that effectively conveys information to readers
- Outline detailed report flow, structure and contents
- Review comprehensiveness and completeness on flow of the report
- Proofread report to minimise errors
- Submit report to relevant stakeholders
- Seek feedback from relevant stakeholders to determine areas of improvement
- Define objectives and structure of report
- Outline and structure report in consultation with relevant stakeholders
- Ensure flow and relevance of report contents against objectives