

Report Writing & Editing

Our Ethos

We believe that communication is most effective when it is delivered with honesty and integrity. We partner with our clients to ensure our communication strategies are best for their business and their customers.

Our Capabilities

Reports are often the sole medium used by clients, superiors or colleagues to determine the success or failure of a project. Yet report writing doesn't come easily to most people. Miller & Miller understand the difficulty many people experience articulating in writing a project's outcomes or progress. We work closely with our clients to fully understand the messages they wish to convey and to help them to put these into a well-written and easily followed report.

Miller & Miller can project manage the entire report from its inception. We will help to determine the most effective structure for your report, and the most appropriate experts to contribute. We will create a schedule, manage the inflow of information, follow up on deadlines and collate the contributions from the relevant authors. We will write or rewrite the report as appropriate to ensure consistency in language and tone and apply house style. If your company doesn't have a house style, we can establish one for you.

Alternatively, Miller & Miller's skilled editors can take the document in its latter stages of development, and ensure the grammar and spelling are correct and the tone of the writing appropriate to the subject and intended audience.

"Miller & Miller's suite of communication skills, from feature writing for our match magazine *Scoop* to editing our annual report and other in-house publications, have assisted us to articulate our messages clearly to our members, the public and our players."

— Kath Tetley, Marketing and Communications Manager,
Netball NSW

We can help you to write and finesse:

- Project reports
- Annual reports
- Proposals and tenders
- Features and news stories for media placement
- Website content
- Newsletters
- Internal communications materials
- Academic papers
- Sales materials
- Awards submissions
- Curriculum Vitae.

We also offer:

- Public relations
- Internal communications
- Website development
- Copywriting
- Publishing project management
- Corporate Writing and Editing.

Who are we?

Miller & Miller Strategic Communications Consultants is an all-round communications consultancy which specialises in helping you to reach your customers, clients or co-workers effectively using a variety of communication tools including reports, newsletters, publications, marketing, the media, websites and much more. We offer analysis of your current approach, practical guidance on how to improve your communications, and effective and professional implementation of an agreed strategy.

VERONICA MILLER

Veronica has over 10 years' experience as a journalist, editor and communications specialist in Australia and the UK. She was the editor of a number of magazines, including *Tax 2*, *Payroll & Human Resources (PHR)* and the *Journal of International Banking and Finance Law*. She has written for a number of organisations including Sinclair Knight Merz (SKM), John Holland, Trade Queensland, Netball NSW, Gracie Sydney and VT-1 Gym.