

Reports may take a variety of forms. The structure and the language used will depend on the report's purpose, the needs and background knowledge of the reader(s), and the content. Businesses may request a report when there is a problem to be solved, or when information is required. Where information is requested, this should be presented in a clear, orderly, succinct manner. Your language needs to be persuasive, yet objective and evidence must be provided to support all claims. As reports can be formal or informal, take care to read instructions carefully to ensure that you understand the expectations for a particular assignment.

Emerson (1995, p. 28) identifies two main formats for business reports: deductive (where the content is not controversial, or the reader is very busy) and inductive (where material is controversial and the reader needs to read the Discussion before being presented with the Conclusions and Recommendations). Regardless of which format is used, all reports should be presented professionally; each section should be on a separate page and numbered in a consistent style.

Structuring a business report

Business reports usually contain most of the following sections:

Covering Letter/Memo

A covering letter is used if the report is for reader(s) from outside the business. A memo is used for internal reports. The letter/memo identifies the purpose and scope of the report, the person who requested the report and the date it was requested. It also provides the chance to acknowledge any help received in writing the report.

Title Page

The title indicates the topic of the report. Make this as specific and brief as possible to give readers a clear idea of the report's content. The author's name, the name of the target reader(s), and the date the report was completed should also be provided.

Abstract/Executive Summary

The Abstract/Executive Summary sets out the aims of the report and briefly summarises the main content, Conclusions and any Recommendations. It should only be about 50-100 words.

Table of Contents

The Contents page shows clearly how the report is organised and helps make the information accessible to the reader. The various sections and sub-sections are titled and numbered, and the page number on which each section begins is given. Depending on the length of the report and your course requirements, you may also need a list of figures and a list of tables.

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Writing Essays and Reports Stephen McLaren, 2001 This book is your easy guide to preparing essays and re ports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your work grammar punctuation and language issues Contemporary Business Report Writing Shirley Kuiper, Gary F. Kohut, 1999 This text takes a developmental process approach to the crafting of various business reports with the idea that business reports from basic reports to feasibility studies business plans and employee manuals are vital tools in business decision making Beginning with the fundamentals of writing students are taken through the process of drafting revising editing and producing simple reports as well as planning and conducting research which culminates in a well prepared report Once report preparation and writing is mastered presentation techniques and skills are discussed so students learn to effectively communicate the information contained in their reports **Current Business Reports** ,1980 Business Reporting ,1991

Business Reporting United States. Internal Revenue Service, 1990 **Harvard Business Reports** ,1927 *Report Writing for Business* Raymond Vincent Lesikar, 1981 **How to Read a Financial Report** Tage C. Tracy, 2024-10-09 Learn how to read understand analyze and interpret different types of financial reports In the newly revised and updated 10th Edition of *How to Read a Financial Report* seasoned accounting financial and business consultant Tage C Tracy guides readers through reading understanding analyzing and interpreting various types of financial reports including cash flow financial condition and profit performance reports This book also reveals the various connections between different financial metrics reports and statements discusses changes in accounting and finance reporting rules current practices and recent trends and explains how financial information can be manipulated such as through inclusion or omission of certain KPIs This bestselling guide uses jargon simplified and easy to understand language to make the information accessible to all regardless of finance or accounting background Updates to the 10th Edition include Relevant terminology and issues critical to understand in today s economic environment New material on loans debt and using financial reports and statements to understand performance The connection of capital including debt and equity to the income statements and cash flow statements Expanded financial analysis tools and ratios that provide a deeper understanding of a company s financial performance and strength A more in depth overview of how company s may engineer financial results and how understanding cash flows can help root out fraud An essential all in one guide on the art of reading a financial report and avoiding common pitfalls and misconceptions *How to Read a Financial Report* earns a well deserved spot on the bookshelves of all business leaders and investors who want to be able to read and understand financial reports and statements like a professional **Annual Report of the Department of Trade and Commerce for the Fiscal Years Ending March 31** Canada. Department of Trade and Commerce, 1929 How to Read a Financial Report John A. Tracy, Tage C.

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