



Business reports

Reports describe, analyse, and investigate a situation for a particular audience. They have a formal structure and common sub-sections.

Business reports are a type of assignment in which you analyse a situation or problem (either a real situation or a case study) and apply business theories to produce a range of suggestions for improvement.

Business reports are typically assigned to enable you to:

- Examine available and potential solutions to a problem, situation, or issue.
- Apply business and management theory to a practical situation.
- Demonstrate your analytical, reasoning, and evaluation skills in identifying and weighing-up possible solutions and outcomes.
- Reach conclusions about a problem or issue.
- Provide recommendations for future action.
- Show concise and clear communication skills.

Remember that with business reports, typically, there is no single correct answer but several solutions, each with their own costs and benefits to an organisation. It is these costs and benefits which you need to identify and weigh up in your report.

Further, when writing the report, you need to consider the **audience** you are writing for: is it the CEO or will the report be available to all staff concerned? It is vital that you ensure an appropriate level of formality, sensitivity, fairness, and objectivity. Also, be mindful of the audience when writing recommendations. For example, your manager may not be able to influence company policies.

General format of a business report

Check your assignment instructions regarding which sections you need in your report. Also determine whether you are writing an inductive or deductive report (see page 3).

- 1 Letter or memo to the client
- 2 Title Page
- 3 Executive Summary
- 4 Table of Contents (if required by your lecturer)
- 5 Introduction
- 6 Discussion
- 7 Conclusions
- 8 Recommendations
- 8 References
- 10 Appendices (if required)

There are conventions relating to what goes into each section. The purpose of these conventions is to save the reader's time. If the reader just wants to know what your key findings are, they can turn immediately to the Executive Summary or the Conclusions section.

How To Write A Report Samples

Dorinda Clippinger



How To Write A Report Samples:

How to Write Research Report Gusti Astika ,2020-12-15 This book provides practical knowledge of writing research reports which can be submitted as a course requirement a scholarly work or an article for journal publication The chapters in this book deal with the elements of a research report the abstract introduction review of literature methodology result and conclusion Each chapter includes examples from published research with explanations of language use **Business Report Guides** Dorinda Clippinger,2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career *How to Write It, Third Edition* Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn t have time to wade through a massive style guide but needs a friendly desk reference How to Write it Sandra E. Lamb,2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail *Sample Examination Papers and General Information with Relation to Examinations* ,1912 **Sample Census, 1966, England and Wales. County Report** Great Britain. General Register Office,1967 Sample Examination Papers and General Information with Relation to Examinations ... Issued by the Civil Service Commission of the State of New Jersey ... New Jersey. Civil Service Commission,1912 **Writing a Report** Sally Speer Leber,1997 □□□□□□ □□□ □□,2021-08-01 **Report of the Select Standing Committee on Agriculture and Colonization** Canada. Parliament. House of Commons. Select Standing Committee on Agriculture and Colonization,1900 *Annual Report of the Secretary of the Connecticut Board of Agriculture* Connecticut. State Board of Agriculture,1891 *Report of the Departmental Committee on Spontaneous Combustion of Coal in Mines* Great Britain. Spontaneous Combustion of Coal in Mines, Committee on,1916 *Annual Report of the Connecticut Agricultural Experiment Station for ...* Connecticut Agricultural Experiment Station,1892 **Report of the Dominion Chemist** Canada. Department of Agriculture. Division of

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