

Centre for Teaching and Learning

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.

Business Report Writing

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Business Report Writing:

Contemporary Business Report Writing Shirley Kuiper, 2005 CONTEMPORARY BUSINESS REPORT WRITING guides readers step by step through the process of creating business reports such as a feasibility studies business plans and employee manuals Starting with writing fundamentals readers work through the processes of planning and conducting research then drafting revising editing and producing a simple report Once readers master report preparation and writing the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports *Report Writing for Business* Raymond Vincent Lesikar, 1981 **Report Writing for Business** Raymond V. Lesikar, 1973 **The Easy Steps To Writing A Business Report** Peter Smith, 2021-04-26 Employees in most organizations create and use reports however it is important to remember that the business report is a markedly different document than a report created in an academic setting Reports are a key communication tool in business they effectively share and retain information and decisions Reports are classified into two main types informal reports and formal reports both of those classifications are further broken down by type of information A report that is laid out well facilitates the reader's understanding of its content With a clear function and purpose a well formatted report establishes the credibility and professional abilities of the report's creator Business reports are one of the most effective ways to communicate in today's business world Although business reports objectives are broad in scope businesses or individuals can use them to help make important decisions Formal business reports have important functions in helping managers and executives make decisions These documents can have a variety of purposes depending on your needs and industry Learning how to write a formal business report can help you develop as a professional To write an effective business report you first need to understand what it is and how it can be used Hence in this article we will explain what a business report is how to write one and provide an example **Report Writing for Business** Raymond Vincent Lesikar, John D. Petit, Jr., 1995 Here's the most practical approach you'll find to report writing This popular guide presents report writing as consisting of universal steps that help readers break down each project into manageable components defining the problem collecting the facts organizing the information constructing the report and writing it all up Light on theory heavy on practical guidelines and tips no wonder this guide has had a host of loyal followers through ten successful editions *A Student's Guide to Writing Business Reports* Zoë Robinson, Stuart Pedley-Smith, 2010 Written by Kaplan's own Zoe Robinson and Stuart Pedley Smith this essential guide is designed for anyone who needs to write a professional report Taking a practical approach with lots of exercises covering the structure of different types of report and drawing out the differences between reports and other business documents this guide will give you the skills required to present a professional report This book will be aimed at undergraduates people who need to write reports as a key part of their day job or those who simply need to pass the final part of their professional exams *Business Communication And Report Writing* G. S. R. K. Babu Rao, 2003 **Writing Business Research Reports**

Matthew Rehart,2021-05-13 A useful handbook this text presents guidelines frequently followed by writers of reports of empirical research designed for publication in scientific business journals The guidelines describe the types of information that should be included how this information should be expressed and where various types of information should be placed within a report Excerpts from journal articles are used to illustrate most of the guidelines At the end of each chapter there are questions for classroom discussion *Report Writing for Business* Raymond Vincent Lesikar,John D. Pettit,1998 Report Writing for Business is a concise text presenting methods to use to research and construct effective business reports

Effective Business Communication Steven Golen,1989 **Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports** , *InfoWorld* ,1989-03-27 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Business Books** Newark Public Library. Business Branch,1927 **2100 Business Books, and Guide to Business Literature** Newark Public Library. Business Branch,1920 [How to Write Reports and Proposals](#) Patrick Forsyth,2006 Forsyth provides practical pointers on presenting a proposal clearly and persuasively Using checklists exercises and examples he explains how to make a plan transfer ideas into writing and edit them to achieve best results **Discourse Analysis and Terminology in Languages for Specific Purposes/ Analisis del discurso y terminologia del lenguaje para fines especificos** Juan Carlos Palmer,Santiago Posteguillo,Inmaculada Fortanet,2001 This important work collects studies and reflections on such relevant themes about LSP as medical English the language of advertising and journalism telecommunications data processing terminology trade and juridical English Although most of the works are related to English there are also works related to German or French among others **Theoretical and Practical Aspect of Scientific Study of COMMUNICATION COMPETENCE** Prof. Ram Lakhan Meena,2022-01-22 Communicative competence is a term in linguistics that refers to a language user s grammatical knowledge of syntax morphology phonology and the like as well as social knowledge about how and when to use utterances appropriately The debate has occurred regarding linguistic competence and communicative competence in the second and foreign language teaching literature and scholars have found communicative competence as a superior model of language The notion of communicative competence is one of the theories that underlie the communicative approach to foreign language teaching Communicative competence in terms of three components grammatical competence words and rules sociolinguistic competence appropriateness strategic competence appropriate use of communication strategies The scientific study of Communicative competence is developing in a new dimension of language learning Language teaching in various parts of the global world is based on the idea that the goal of language acquisition is communicative competence the ability to use the language correctly and appropriately to accomplish communication goals The desired outcome of the language learning process is the ability to communicate competently not the ability to use the

language exactly as a native speaker does but also communicative competence is made up of four competence areas linguistic sociolinguistic discourse and strategic In the early stages of language learning instructors and students may want to keep in mind the goal of communicative efficiency That learners should be able to make themselves understood using their current proficiency to the fullest They should try to avoid confusion in the message due to faulty pronunciation grammar or vocabulary avoid offending communication partners due to socially inappropriate style and use strategies for recognizing and managing communication breakdowns Communication skill is the ability to use our physical and mental faculties and previously learned conceptual frameworks about communication to move toward the accomplishment of a given objective or goal Communication skills fall into two categories initiating and consuming Initiating communication skills include asking and answering questions adapting language and speaking in public to name a few Consuming

The Secrets of Successful Business Report Writing Clive T. Goodworth, 1991-01 One of a series on the secrets of success this book provides a guide to business report writing covering the introduction the body of the report conclusions and recommendations on achieving the final professional touch It also includes many examples of aspects of reports

2400 Business Books Newark Public Library. Business Branch, Linda Huckel Morley, Adelaide Cecilia Knight, 1920

Contemporary Business Reports Shirley Kuiper, 2012-02-01 CONTEMPORARY BUSINESS REPORTS 5E International Edition guides readers step by step through the process of creating business reports such as a feasibility studies business plans employee manuals and more Starting with writing fundamentals readers work through the processes of planning and conducting research then drafting revising editing and producing a simple report This edition includes new content addressing the impact of and use of electronic technology in the reporting process Once readers master report preparation and writing the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports

Business Report Writing: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have captivated audiences this year. Business Report Writing : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Business Report Writing : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Business Report Writing : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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