

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.

Writing A Business Report Example

Elizabeth Sidney



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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

Writing Essays and Reports Stephen McLaren, 2001 This book is your easy guide to preparing essays and reports 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

Report Writing for Business Raymond Vincent Lesikar, 1981

Report Writing for Business Raymond Vincent Lesikar, 1977

Business Report Writing Elizabeth Sidney, 1965

Writing for Academic Success Gail Craswell, Megan Poore, 2011-12-01 Writing for Academic Success is a vital practical guide for any ambitious student If you seek to manage your writing effectively reduce stress and improve your confidence and efficiency this book is for you The authors show you how to acquire communicative rigor in research essays reports book and article reviews exam papers research proposals and literature reviews through to thesis writing posters and papers for presentation and publication This second edition has been fully revised to reflect the online learning explosion The authors provide insightful new material about how to work productively in different online contexts such as with blogs and wikis setting up an e portfolio and raising an online profile They also set out a focused guide to issues unique to digital communication and working with and across different media and technologies The book includes advice on common writing concerns cross cultural and inter disciplinary practices a list of helpful words and phrases and subject specific examples of writing ranging from economics to philosophy to medicine Writing for Academic Success is essential for undergraduate and postgraduate students both in taught courses and conducting research Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university

Writing Short Business Reports Norma Carr-Ruffino, 1980

Writing, Reading, and Understanding in Modern Health Sciences Milos Jenicek, 2017-07-27 Medical articles are one of the main vehicles of knowledge translation and evidence communication in the health sciences Their correct structure and style alone are no longer enough to convey a clear understanding of the intended message Readers must be able to understand the very essence of the article message That is the purpose of this book Writing Reading and Understanding in Modern Health Sciences Medical Articles and Other Forms of Communication will help the authors of medical articles communicate more effectively in today's practice and health research environment It

explores the most effective practices for communicating using three main medical literature formats through scientific articles where the subject is not based on the practice of the scientific method and business reports Describing how to think beyond the prevailing IMRAD article format this book focuses on the nature content domains of thought and meanings of medical articles The ideas and underlying propositions in this book are complementary to specific requirements appropriate for each type of medical journal After reading this book you will better understand How to write what is considered the most important type of medical article the research based medical article How to write an evidence based argumentative medical article The challenges of clinical case reporting The general framework of medical and research ethics Classification of medical articles and their underlying studies from the causal standpoint Supplying you with the understanding required to write more effective medical articles the book includes details about essay type articles research based articles thesis as introduction sections definitions as part of the material and methods sections modern argumentation and critical thinking underlying results and their discussion and conclusions about them *Persuade People with Your Writing* Karen Mannering,2012-12-28 The ability to persuade people to agree with you can be crucial to your working life This book will help you apply the psychology of persuasion to your writing Persuasion expert Karen Mannering guides you through all aspects of business writing from adverts to business plans emails to Twitter Feeds and letters to reports to produce sharper and more productive copy through the power of persuasion **Contemporary Business Reports** Varner,Pomerence,1998-08 Business Writing S. Roland Hall,1924 **Business Report Writing** Robert D. Hay,Raymond Vincent Lesikar,1957 *Webster's Business Writing Basics* Merriam-Webster, Inc,2001 Reference provides the basics you need to get your message across clearly and effectively **Writing for Business Audiences** Mary Ellen Guffey,2001 With an emphasis on audience analysis and technology applications this comprehensive book makes business communication easy Readers are presented the basics about the communications process and how to improve writing and presentation techniques It also shows how to present data write both informal and formal reports make oral presentations and conduct conference calls and more Writing the Business and Technical Report William J. Gallagher,1981 *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 ,* **Business Reports, Investigation and Presentation** Alta Gwinn Saunders,Chester Reed Anderson,1929 Effective Business Report Writing Leland Brown,1963 Business Writing James Melvin Lee,1920 *Writing Effective Business Letters, Memos, Proposals, & Reports* Samuel A. Cypert,1983

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