



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.

Writing A Formal Business Report

TD Snyder



Writing A Formal Business Report:

The Easy Steps To Writing A Business Report Peter Smith,2021-04-26 Employees in most organizations create and use reports however it s 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

Writing to Go Rob Colter,2009-09-01 In today s fast paced world of e mail and instant messaging clear writing is more important than ever In Writing to Go bestselling author Rob Colter takes us through the writing process in ten easy steps This book is packed with precise and practical information delivered in a down to earth tone with often humorous examples Everywhere from the classroom to the office Colter s Top Ten Writing Tips will give you the confidence to write with greater speed and impact covering everything from knowing your purpose and audience to selecting your format organizing your points and writing clearly and effectively

Instructor's Manual for Contemporary Business Writing, a Problem Solving Approach Terry McNally,1986

Business Communication Process and Product, Brief Edition, 7th Edition Mary Ellen Guffey,Dana Loewy,Esther Griffin,2021-03-23 Business Communication Process and Product Seventh Brief Canadian Edition prepares students for a career in an increasingly digital and complex mobile social and global workplace With new Canadian case studies concept checks examples and references this new edition s content is even more relevant Students are introduced to the various recursive steps process in creating effective business documents product Business Communication Process and Product was developed to equip students with skills that will meet their future employers expectations such as written and oral communication skills critical thinking and analytical reasoning and ethical decision making Guffey Loewy Griffin Your authoritative and trusted brand in Business Communication

The Handbook of Small Business Organization and Management James M. Thompson,2006-12-29 THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT is an easy to read practical guide that covers the major errors made by small businesspersons as well as the major problems of small business organization and management Written by Dr James M

Thompson whose training and experience covers a broad area including small business ownership law manufacturing and college teaching Dr Thompson received the Ph D degree from the University of Delaware in chemistry He has organized and managed two successful businesses has served with the judiciary for New Castle County Delaware worked as a manufacturing chemist and is presently serving as a college professor The author has sought to combine under one cover a variety of diverse information all essential to organizing and successfully managing a small business and written in a fashion digestible to the entrepreneur In writing THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT the author has focused upon the small manufacturer but the contents are not limited to this area Much of the information is applicable to any small business operation THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT is recommended for persons contemplating small business ownership as well as those already in business Also the book could serve as introductory text for a course in small business ownership THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT contains over 250 pages and 18 major chapters Among them include Why Businesses Fail Proprietorship Partnership or Corporation How to Incorporate How to Prepare the Business Proposal Profiling and Surveying the Industry Franchising How to Finance the Business Finding Sources of Equipment Materials and Services for the Small Manufacturer Selecting the Right Industrial Site Business Taxes Cost Analysis Controlling Production and Inventory Selling the Product Collecting Bad Debts How to Obtain a Trademark The Uniform Product Code UPC The Accounting Procedure The Accounting Records Also Included are A Standard Set of Corporation By laws A Standard Certificate of Incorporation An Agreement of Sales Representation The Consignment Contract The Corporation as a Tax Shelter Sample Minutes of the First Meeting of the Corporation A Sample Partnership Agreement Sources of Good Business Ventures Actual Cost Studies Names and Addressees of Active Venture Capital Companies Sample Business Profiles Shipping Procedures Business Check List Tax Computation Procedures and much more

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Chan,2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English Based on up to date research in business communication and incorporating an international range of real world authentic texts this book deals with the realities of communication in business today Key features of this book include use of English in social media that reflects recent trends in business communication coverage of the concept of communicative competence analysis of email communication introduction to informal English and English for socialisation as well as goodwill messages such as thank you or appreciation messages which are a part of everyday interaction in the workplace examination of persuasive messages and ways to understand such messages an e resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting **Contemporary Business Reports** Varner,Pomerenke,1998-08

ENGLISH FOR SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS Dr. Sayit Abdul Karim, S.Pd., M.Pd.,Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company s secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management s ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things Linguistic Studies in Academic and Professional English Juan Carlos Palmer Silveira,2004 A collection of articles that tries to reflect the relevance of the research on specific English The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn more about specific English Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae,2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic

Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

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

Writing Guide with Handbook Michelle Bachelor Robinson, Maria Jerskey, Toby Fulwiler, 2021-12-14 *Writing Guide with Handbook* aligns to the goals topics and objectives of many first year writing and composition courses It is organized according to relevant genres and focuses on the writing process effective writing practices or strategies including graphic organizers writing frames and word banks to support visual learning and conventions of usage and style The text includes an editing and documentation handbook which provides information on grammar and mechanics common usage errors and citation styles *Writing Guide with Handbook* breaks down barriers in the field of composition by offering an inviting and inclusive approach to students of all intersectional identities To meet this goal the text creates a reciprocal relationship between everyday rhetoric and the evolving world of academia *Writing Guide with Handbook* builds on students life experiences and their participation in rhetorical communities within the familiar contexts of personal interaction and social media The text seeks to extend these existing skills by showing students how to construct a variety of compelling compositions in a variety of formats situations and contexts The authors conceived and developed *Writing Guide with Handbook* in 2020 its content and learning experiences reflect the instructional societal and individual challenges students have faced The authors invite students and instructors to practice invitational discussions even as they engage in verbal and written argument Instructors will be empowered to emphasize meaning and voice and to teach empathy as a rhetorical strategy Students will be empowered to negotiate their identities and their cultures through language as they join us in writing discovering learning and creating This is an adaptation of *Writing Guide with Handbook* by OpenStax You can access the textbook as pdf for free at openstax.org Minor editorial changes were made to ensure a better ebook reading experience This is an open educational resources OER textbook for university and college students Textbook content produced by OpenStax is licensed under a Creative

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Roussel, James Leonard Harris, Patricia L. Thomas, 2016 *Management and Leadership for Nurse Administrators Seventh Edition* provides professional administrators and nursing students with a comprehensive overview of management concepts and theories. This text provides a foundation for nurse managers and executives as well as nursing students with a focus on management and administration. This current edition includes 15 chapters framed around the Scope and Standards for Nurse Administrators. American Organization of Nurse Executive competencies and current trends in healthcare management. The American Nurses Credentialing Center's focus on magnetism is also integrated into this edition specifically on transformational leadership, structural empowerment, exemplary professional practice, innovation and improvement, and quality. *Management and Leadership for Nurse Administrators Seventh Edition* has a substantive focus on planning and managing evidence-based initiative phases of implementation and evaluation methods within the context. Features Real world examples, Case Studies with questions, Learning Objectives, Leadership Skills, Professional Skills, Knowledge of Healthcare Environment, Skills Future of Nursing. Four Key Messages: 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. *BUSINESS COMMUNICATION* Dr. Neelam Turan, Vikrant Verma, 2025-04-01. MBA FIRST SEMESTER As per NEP 2020 Curriculum and Credit Framework. Kurukshetra University Kurukshetra. **Planning and Organizing Business Reports** Dorinda Clippinger, 2016-07-08. This book emphasizes the importance of planning reports to ensure they do what you the writer or presenter want them to do. Inside the reader will discover useful information to make reports more effective, including the steps involved to plan, written, and oral report presentations for individuals as well as teams, models for ethical reporting, exclusive tips for preparing webinars, well thought out steps for preparing a research proposal, and so much more. Numerous examples, helpful illustrations, and a concise writing style let you acquire vital information rapidly, and each chapter ends with a convenient checklist. In *Planning and Organizing Business Reports*, you have a how-to guide for the various types of reports you will need to generate throughout your career.

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