



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.

Formal Business Report Structure

Dorinda Clippinger



Formal Business Report Structure:

English for Business Communication Mable 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 **Business Report Guides** Dorinda Clippinger, 2019-01-16 This book offers tactics for creating business plans as well as research reports Readers will find guides for planning research projects writing proposals identifying major findings drawing conclusions and using them to recommend appropriate actions along with citing sources numbering pages and displaying visuals The book examines business plans why entrepreneurs need them the objectives and contents of business plans and how to guides for each part Business Report Guides can be your go to source for years to come Reading through it in a couple of hours you can gain information for immediate use Keep it handy and refer to it often when reporting research or when planning a new business or altering an existing one **Instant-Answer Guide to Business Writing** Deborah Dumaine, Elisabeth C. Healey, 2003-03 Fast accurate answers to all your business writing questions will be at your fingertips when you put this handy carry it anywhere reference to work for you Packed with practical guidance and real world examples it helps you write better business documents in half the time design winning proposals generate e mail that commands attention create presentations and reports that achieve results use visuals to maximum effect choose from many sample documents for inspiration write with greater clarity and impact avoid redundancy stiff phrasing and bureaucratic writing make every word count handle complex technical topics with ease learn the fine art of sending bad news organize formal documents for impact choose the best formatting techniques avoid embarrassing mistakes in grammar and usage **Business Communication: Concepts, Cases, and Applications** P. D. Chaturvedi, 2011 The second edition of Business Communication Concepts Cases and Applications builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader *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

Report Writing Michelle Reid, 2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style

ENGLISH FOR BUSINESS COMMUNICATION Ifeoluwapo Wumi, 2025-03-27 English For Business Communication Mastering professional Communication for Career Success is a comprehensive resource designed to help professionals entrepreneurs and students enhance their communication skills in the business world From writing compelling emails and persuasive business proposals to delivering impactful presentations and handling negotiations this book covers all aspects of effective business communication With real life case studies practical exercises and step by step guidance this book equips you with the tools to communicate clearly confidently and persuasively Whether you re managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence

Business Report University of Minnesota. School of Business Administration, 1961

The Art of Professional Communication Daniel Plung, 2024-07-26 Going beyond the mechanics of professional communication this book combines insights into the overlooked implicit demands of corporate communication challenges with the proven strategies and techniques that distinguish professionals as capable communicators and candidates for promotion The practical strategies offered in this book represent professional communication principles filtered through the lens of the author s 40 year career that enabled him to rise from an initial assignment as a technical editor to positions of senior management directing large diverse business and technical organizations Here he has collected into one resource the reasoned and disciplined decision making processes tools and techniques essential to craft communications precisely attuned to the explicit and implicit expectations of each assignment and supported by a structure and presentation logic that delivers a totally responsive and accurately targeted product This is

an essential guide for all levels of professionals who recognize the need to distinguish themselves within a highly competitive career environment Business professionals and instructors in corporate training programs supervisors and managers and students in professional communication programs will welcome this deep dive into the real world challenges and opportunities in professional communication and the role effective communication plays in career advancement Business Communication, 3/e P. D. Chaturvedi, 2013 Business Communication Concepts Skills Cases and Applications builds on the strengths of the previous edition and has been updated to reflect the latest research and technological developments in business communication Divided into three parts this revised edition focuses on the development of communication skills in business and the structured applications of business communication Topics such as reading and writing skills have been augmented and contemporary channels of business communication such as social media have been examined in detail

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

Communication Skills for Business Professionals Celeste Lawson, Robert Gill, Angela Feekery, Mieke Witsel, Michael Lewis, Philip Cenere, 2019-06-12 With its emphasis on Australia and New Zealand this book is a comprehensive and cutting edge introduction to professional communication **Dynamic Communication for Engineers** Richard H. McCuen, Peggy A. Johnson, Cynthia Davis, 1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamentals of professional and technical communication **Writing at Work** J. Stephen Russell, 1985 *Technical Documentary Report* Arctic Aeromedical Laboratory (U.S.), 1961 *Within Language, Beyond Theories (Volume II)* Anna Bloch-Rozmej, Karolina Drabikowska, 2015-06-18 This is the second volume in a series of three books called Within Language Beyond Theories which focuses on current linguistic research surpassing the limits of contemporary theoretical frameworks

in order to provide new insights into the structure of the language system and to offer more comprehensive accounts of linguistic phenomena from a number of the world's languages. The volume is composed of eighteen chapters each focusing on a significant issue in the field of applied linguistics. *Study Skills for International Postgraduates* Martin Davies, 2011-08-25. Destined to become a life saver for international students everywhere, this book provides clear, comprehensive guidance for students embarking on postgraduate study at a western university. Helping to maximise your chances of academic success, topics include challenges such as critical thinking, research writing and speaking skills. **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. **Communication Skills for Business Professionals** Phillip Cenere, Robert Gill, Celeste Lawson, Michael Lewis, 2015-06-29. *Communication Skills for Business Professionals* is a student friendly introduction to the principles and practice of effective communication in the workplace. Engagingly written and full of real life examples, it explains the key theories underpinning communication strategies and encourages students to consider how to apply them in a contemporary business environment. After working through foundation topics such as understanding the audience, persuasion and influence, negotiation and conflict management and intercultural complexities, students will explore the various modes and contexts of workplace communication including meetings, oral communication, written reports and correspondence. The text incorporates discussion of new digital technologies such as virtual, real time communication and dedicates an entire chapter to the specific considerations involved in writing for the web. With its emphasis on Australian contexts and examples, *Communication Skills for Business Professionals* is an excellent introduction to the world of professional communication. Project Risk Governance Dieter Fink, 2016-04-15. In *Project Risk Governance*, Dieter Fink breaks new ground in two ways. Firstly, he places project risk management in the context of today's organisations in which objectives are increasingly implemented through projects to better respond to fast changing markets. Secondly, he applies a governance perspective to examine project risk at the project and corporate levels, an approach which is significantly under researched and for which theoretical knowledge and professional practice are at an early stage of maturity. Project risk governance falls between corporate governance and project governance and is attracting increasing attention. The author argues that there are two reasons for this. The first is the projectisation of organisations, in particular within organisations conforming to the Project Based Organisation (PBO) model. The second is the prevalence of a strategic approach to managing risk for the purposes of protecting organisational values and creating competitive advantage. The book addresses governance, strategy, value management and building enterprise wide Project Risk Governance (PRG) capabilities. Chapters examine the role of projects in organisations and the need to integrate project and business strategy within the framework of the Project Based Organisation. PRG is introduced via its links with corporate and project governance and its scope is covered in

chapters that identify relevant processes structures and relationship mechanisms Contextual influences such as the professionalisation of project management are recognised and insights provided to increase readers understanding of uncertainty risk events and probabilities and of the essential requirements of managing risks at project level The final chapter provides a roadmap to the stages and dimensions of a PRG maturity model

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