

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

1. TITLE PAGE — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. ABSTRACT — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

4. INTRODUCTION — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

6. CONCLUSION — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

Formal Business Report Writing Examples

Ifeoluwapo Wumi



Formal Business Report Writing Examples:

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 and Professional Writing: A Basic Guide, Third Canadian Edition Paul MacRae, Joel Hawkes, Laura Fanning, 2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout

Business and Professional Writing: A Basic Guide - Second Canadian Edition Paul MacRae, 2019-05-13 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

Contemporary Business Reports Varner, Pomeroy, 1998-08

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

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 for Business and the Professions: Strategies and Skills Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they will face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today's business environment Now titled *Communication for Business and the Professions Strategies and Skills* the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities *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 *Report Writing in Business* Trevor

Bentley, 2002-12-31 Report writing is an essential part of business life and if you can effectively communicate your ideas you are likely to reap the rewards This new edition extensively rewritten and updated aims to provide you with a comprehensive clear brief and relevant set of guidelines for writing effective reports The key to effective report writing is to be able to communicate a message in a way that enables the reader to understand it in exactly the way it was intended To achieve this the writer needs to be able to produce information in a clear concise and readable way to deliver a message without the danger of ambiguity or misinterpretation Guidance and examples are given This book is aimed at business managers as well as students of management who need to write reports for distribution within their organisations Reading this book will present you with the knowledge to modify your own personal report style and approach This new edition has been extensively rewritten and updated Provides you with a comprehensive clear brief and relevant set of guidelines for writing effective

reports Will give you the knowledge to develop your own report style and approach **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 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 **Effective**

Business Report Writing Leland Brown,1973 **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 **Learn Good Business Writing and Communication (Collection)** Natalie Canavor,Claire

Meirowitz,Stephen R. Covey,2013-08-08 The Truth About the New Rules of Business Writing shows you how to master the art of effective business communication replacing the old standards of jargon pomposity and grammar drills with a simple quick and conversational writing style Authors Natalie Canavor and Claire Meirowitz demonstrate how to plan and organize your content make your point faster tell your readers what s in it for them construct winning documents of every kind print electronic and even blog entries and text messages The Truth about the New Rules of Business Writing brings together the field s best knowledge and shows exactly how to put it to work With an aha on every page it presents information in a clear

accessible style that is easy to understand and use. Written in short chapters it covers the entire field cuts to the heart of every topic pulls back the curtain on expert secrets and pops the bubble of commonly held assumptions. Simply put this book delivers easy painless writing techniques that work. FranklinCovey Style Guide For Business and Technical Communication can help any writer produce documents that achieve outstanding results. Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges. The only style guide used in FranklinCovey's own renowned Writing Advantage™ programs it covers everything from document design and graphics to sentence style and word choice. This edition includes extensive new coverage of graphics writing for online media and international business English.

Business Communication Dr. Chitranjan Singh, Communication is an integral part of all of us. Whether it is a newly born baby or an old man of 110 years all use communication in one way or the other. Not only human beings but also animals use it. Without communication nothing is possible. Communication plays an important role in all aspects of life. We all are using communication as a tool since our early days. A newly born baby also knows how to communicate to his mother. Communication plays a great role in our life. With effective communication we can touch new heights. With poor communication skills we can be brought to the ground. Communication is a complex process. Communication as in general is not the subject matter of this book. This book covers some general concepts of communication and emphasises on business communication. Business communication plays a great role in managing business effectively and efficiently. Without proper business communication we can't imagine a prosperous and growing business. As the blood flows through the vessels to keep human body alive fit and active similarly business communication keeps the business effective and efficient. Without blood human body will wither and without business communication business will fade away. I hope this book will help students to understand the nitty gritty of business communication. It will be of great help when they are in business and operating it. This book will be extremely helpful to them not only in business but also in their daily life. With best wishes and warm regards.

ISC Business Studies for Class XII (A.Y. 2023-24) Onward Dr. C.B. Gupta, 2023-05-20. The council for the Indian School Certificate Examination New Delhi has thoroughly revised the syllabus of Business Studies for ISC Class XII. The new syllabus is in line with the changing business environment in India characterised by start up entrepreneurship digitalisation cashless payment mechanism online business etc. Both the students and the teachers feel an acute need for a high quality textbook as per the new syllabus. This book is designed and written to meet this need. According to the council for the Indian School Certificate Examinations the aims of teaching Business Studies at the XII standard are as follows:

- 1 To enable candidates to understand the modern business environment and to create awareness about various entrepreneurial opportunities
- 2 To awaken a spirit of enterprise amongst candidates
- 3 To provide an insight into the recent trends in business
- 4 To acquaint candidates with the various aspects of Human Resource Management
- 5 To provide knowledge and understanding of communication in modern business
- 6 To

identify the various sources of business finance and the role of regulators and intermediaries I am sure the book would fulfill all these aims The book fully meets the requirements of the new syllabus Some of the unique features of the book are given below Simple and easy to understand language Chapter outline to give a bird s eye view of the topics described in every chapter Liberal use of diagrams and tables to illustrate the text Examples from Indian Companies Summary at the end of each chapter for quick revision before the date of examination Short Answer Type and Long Answer Type Questions Question Bank at the end of each chapter Sample Papers for self test

Groundwork of Skill Acquisition and Development Jacob B. Oroks MISM, PMP, CISM, CTS,2023-11-02 Groundwork of Skill Acquisition and Development An Applied Approach creates a foundation for a successful skill acquisition development and transfer The first edition of the book is to guide skill acquisition counselor to assist individuals in developing the inherent potentials on the technology of skill development It is also a blueprint for students and teachers of higher learning cradles The material is targeted for bachelor s degree universities colleges and for entrepreneurs that want to understand the science of psychology of skill acquisition and development Written after ten years of continuous research on the subject matter of skill acquisition development and transfer The language is easy to understand meaningful and straight to the point Users are advised to look forward for the workbook coming soon

Managerial Communication Geraldine E. Hynes,2015-01-22 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need in today s workplace This book continues to be the market leader due to its strategic approach solid research base comprehensive coverage balanced examination of oral and written communication and focus on managerial not entry level competencies In the Sixth Edition author Geraldine E Hynes preserves the book s key strengths while reflecting the realities of the contemporary workplace

Communication For Professionals ANATH LEE WALES, Book Description Unlock the power of effective communication with Communication for Professionals the second instalment in the Business Professionalism series by Anath Lee Wales This essential guide is designed to elevate your communication skills providing you with the tools needed to thrive in the modern business world In this comprehensive book you ll explore Introduction to Business Communication Learn the foundational concepts including Encoder Decoder Responsibilities Medium vs Channel Barriers to Communication Strategies for Overcoming Barriers and the dynamics of Verbal vs Non verbal Communication Structuring Business Communication Understand the structure and lines of communication within an organization define your message analyze your audience and learn how to effectively structure your communication Developing a Business Writing Style Discover the roles of written communication characteristics of good written communication and strategies to develop an effective writing style Types of Business Writing Master various business writing formats including Business Letters Memos Reports Emails and Online Communication Etiquette ensuring you can handle any writing scenario with confidence Writing for Special Circumstances Gain insights into tactful writing delivering bad news and

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Doing Business on the Telephone Learn the nuances of telephone etiquette handling difficult callers and leading effective business conversations over the phone
Non verbal Communication Understand the importance of body language physical contact and presenting a professional image in business settings
Proxemics Explore the impact of space distance territoriality crowding and privacy on business communication
Developing Effective Presentation Skills Prepare for public speaking with tips on managing presentation anxiety using visual aids and leveraging technology for impactful presentations
Conflict and Disagreement in Business Communication Learn about conflict resolution values and styles and strategies for managing cross cultural communication challenges
Communication for Professionals is your definitive guide to mastering the art of business communication Whether you are a seasoned professional or just starting your career this book provides the essential knowledge and skills to communicate effectively and confidently in any professional setting
Business Communication: Concepts, Cases and Applications (for Chaudhary Charan Singh University) P. D. Chaturvedi, 2013

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Table of Contents Formal Business Report Writing Examples

1. Understanding the eBook Formal Business Report Writing Examples
 - The Rise of Digital Reading Formal Business Report Writing Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Formal Business Report Writing Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Formal Business Report Writing Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Formal Business Report Writing Examples
 - Personalized Recommendations
 - Formal Business Report Writing Examples User Reviews and Ratings
 - Formal Business Report Writing Examples and Bestseller Lists
5. Accessing Formal Business Report Writing Examples Free and Paid eBooks
 - Formal Business Report Writing Examples Public Domain eBooks

- Formal Business Report Writing Examples eBook Subscription Services
- Formal Business Report Writing Examples Budget-Friendly Options
- 6. Navigating Formal Business Report Writing Examples eBook Formats
 - ePub, PDF, MOBI, and More
 - Formal Business Report Writing Examples Compatibility with Devices
 - Formal Business Report Writing Examples Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Formal Business Report Writing Examples
 - Highlighting and Note-Taking Formal Business Report Writing Examples
 - Interactive Elements Formal Business Report Writing Examples
- 8. Staying Engaged with Formal Business Report Writing Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Formal Business Report Writing Examples
- 9. Balancing eBooks and Physical Books Formal Business Report Writing Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Formal Business Report Writing Examples
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Formal Business Report Writing Examples
 - Setting Reading Goals Formal Business Report Writing Examples
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Formal Business Report Writing Examples
 - Fact-Checking eBook Content of Formal Business Report Writing Examples
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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