

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

JA Banks



Formal Business Report Structure:

The book delves into Formal Business Report Structure. Formal Business Report Structure is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Formal Business Report Structure, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Formal Business Report Structure
 - Chapter 2: Essential Elements of Formal Business Report Structure
 - Chapter 3: Formal Business Report Structure in Everyday Life
 - Chapter 4: Formal Business Report Structure in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Formal Business Report Structure. The first chapter will explore what Formal Business Report Structure is, why Formal Business Report Structure is vital, and how to effectively learn about Formal Business Report Structure.
3. In chapter 2, the author will delve into the foundational concepts of Formal Business Report Structure. The second chapter will elucidate the essential principles that need to be understood to grasp Formal Business Report Structure in its entirety.
4. In chapter 3, this book will examine the practical applications of Formal Business Report Structure in daily life. The third chapter will showcase real-world examples of how Formal Business Report Structure can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Formal Business Report Structure in specific contexts. The fourth chapter will explore how Formal Business Report Structure is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Formal Business Report Structure. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Formal Business Report Structure.

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