

Part I

At some point during your academic or professional career, you may be required to write a report. Reports serve several functions. They may be used to communicate information within an organization upwards to senior management, downwards to staff, or externally to government regulators. They can also serve a persuasive role to get management motivated to take a desired action, support a project, or approve an investment decision. This handout will provide you with an outlined structure for writing reports. After reading this handout you should be able to

- Identify the purpose of a report and the needs of your audience
- Distinguish between informational and analytical reports
- Develop an effective report structure
- Decide on what language and level of detail is appropriate for your target audience
- Apply an appropriate degree of formality to your report
- Determine if the direct or indirect method is appropriate for your target audience
- Create headings, transitions, and graphics to enhance your report's readability

Preparing and Planning: the Audience and the Purpose

The first thing you must do when writing a report is determine why and for whom you are writing. You may be trying to relay requested information to your boss, or you may make an unsolicited proposal to a financial officer for an investment that will reduce cost. You may be asked to investigate an on-the-job accident, or you may have to explain why a project has fallen behind schedule. The purpose and audience of your report will determine the use of language, the degree of formality, the method of delivery, the structure, and the type of report.

For now, let's focus on the different types of reports. The most common types include

Periodic reports – communicate the activities of an ongoing operation at equal and regular intervals. For example, someone might write a quarterly sales report at a retail store.

Trip and conference reports – communicate experiences, details, and knowledge gained from attending activities outside of an organization. For example, an employee that spends a weekend attending a training seminar may be asked to communicate the experience to peers in an effort to share knowledge.

Progress reports - update management or a supervisor on the progress of a project or a process. Examples include reports that communicate the development of a building site or steps that are being taken to adhere to regulation.

Investigative reports – seek to find answers to predetermined questions. A sample report found in a separate handout, for example, answers the question “what is the relationship between the TSX Composite Index and the energy sector?”

How To Set Out A Business Report

Sue Reeves



How To Set Out A Business Report:

My Revision Notes: Management and Administration T Level Tess Bayley, 2024-04-26 Unlock students full potential with this revision guide that will guide them through the knowledge and skills they need to succeed in the Management and Administration T Level core exams With My Revision Notes students can Plan their own revision and focus on the areas they need to revise with key content summaries and revision activities for every topic Understand key terms they will need for the exam with user friendly definitions and a glossary Use the exam tips to clarify key points and avoid making typical mistakes Test themselves with end of topic questions and answers and tick off each topic as they complete it Get ready for the exam with tips on approaching the paper and sample exam questions *Armstrong's Handbook of Management and Leadership for HR* Michael Armstrong, 2016-11-03 To make an effective contribution HR specialists have to be good at management leadership and developing both themselves and others They also need to be aware of the management and business considerations that affect their work Armstrong s Handbook of Management and Leadership for HR provides guidance on the processes of management and leadership with particular reference to what HR managers and aspiring managers need to know and do to make a difference Written by renowned human resources expert and bestselling author Michael Armstrong Armstrong s Handbook of Management and Leadership for HR covers in one volume the Leading Managing and Developing People and Developing Skills for Business Leadership Chartered Institute of Personnel and Development CIPD modules It includes numerous practical features such as case studies practitioner interviews exercises and clear learning objectives to aid learning This is the essential book for HR students and professionals looking to broaden their skills and understanding relating to management and leadership Online supporting resources include lecture slides an instructor s manual a student s manual and a literature review *Business Economics* Rob Dransfield, 2024-10-21 Business Economics introduces the theory and practice of economics for non specialist students new to the topic This second edition of Business Economics is designed to provide a general introduction to the discipline of business economics covering an important part of first year studies and beyond The new edition retains the successful structure of the previous edition but like any good business economics text includes new and updated case studies and examples to reflect present day economic global realities Suitable for introductory level students who are seeking a comprehensive but accessible way into the subject Business Economics is bolstered by a host of activities review questions and further reading making it the ideal choice for undergraduate students and lecturers **Company Law** Brenda Hannigan, 2016 Employing a practical and contextual approach this student textbook covers developments in the self regulation of corporate governance which is becoming global due to the activities of the OECD and World Bank **Financial Reporting for Business and Practice 2004** Paul Gee, 2004-08-15 Financial Reporting for Business and Practice 2004 is the definitive text on financial accounting First published over ninety years ago as Spicer and Pegler s Book Keeping and Accounts this updated edition contains worked examples and illustrations from

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Accounting: An Introduction, 6/E Peter Atrill,Eddie McLaney,David Harvey,2014-08-28 Accounting an introduction by Atrill provides a clear and approachable introduction to accounting and finance for those seeking to understand the main concepts and their practical application to good decision making

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