

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 Layout

**Gerald J. Alred, Charles T.
Brusaw, Walter E. Oliu**



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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 **The Business Writer's Handbook, Eighth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006-03-07 Contains nearly four hundred alphabetized entries that provide guidance for writing business documents such as brochures press releases resumes executive summaries proposals and reports and provides general advice on organizing researching writing revising grammar usage style and punctuation □□□□□□□□, 2003 *Contemporary Business Reports* Varner, Pomeroy, 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 *Fundamentals of Business Communication* P. D. Chaturvedi, Mukesh Chaturvedi, 2012 Communication is the essence of management To succeed in a professional corporate environment it is imperative to be well versed in the essential communication tools These help one not only in developing interpersonal relations but also in maintaining effective business relations which is necessary for personal as well as organizational growth *Fundamentals of Business Communication* on fundamentals of business communication identifies outlines and elucidates the prominent concepts that undergraduate students should understand to prepare for and excel in their careers Brimming with examples exhibits and exercises this book will serve as suitable guide for students preparing to step in to competitive professional world **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'll 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 Formats and Layouts for Business Shannon Coleman,2000 The books in this series are step by step tutorial books that make learning and teaching easy Designed to be used by students and people wanting to study in their own time and at their own pace or as a front of the class training resource **Business Essentials** BPP Learning Media,2010-11-01 This course book takes the user through the entire strategy process starting with strategy formulation through strategic planning strategy evaluation and selection and finally to strategy implementation It draws on numerous established sources thus providing a well rounded and balanced account Features include summary diagrams worked examples and illustrations activities discussion topics chapter summaries and quick quizzes all presented in a user friendly format that helps to bring the subject to life *Operational Review* Rob Reider,2002-11-04 Shows in a step by step manner how an operational review should be conducted Demonstrates the differences between an operational and financial audit Details how to identify which organizational systems are detrimental to a corporation s growth Shows how to judge the results and make recommendations to management Provides blank and sample forms required for conducting a comprehensive operational review

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web autopilot and automatic trim operating airspeed limitations if any will be specified on the operation placard or in the

flight manual supplement the century iii servo mechanisms are designed with a fail safe electric engage and disengage features the autopilot may also be overridden by the pilot without damage to the system

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anybody using two gi 275s to drive an autoflite iiib century iib - May 28 2023

web mar 8 2022 autocontrol iiib is what i meant which yes is the century ii one axis autopilot a friend had two g5s gps175 and a gfc550 installed for around 31k so that s definitely a consideration i really prefer the gi275s but at these prices i d rather install a gps175 connect it to the existing cdi and let that be enough until i m ready to

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