



WRITING BUSINESS REPORTS

WHAT IS A BUSINESS REPORT AND HOW DO I WRITE ONE?

Business reports can take different forms. Generally, they are concise documents that first inform by summarizing and analyzing key facts and situations and then make recommendations to the person or group asking for the report. **One example**—four small county hospitals are no longer covering their expenses and are costing taxpayers dearly. Each operates very differently from the others. Some legislators think the least profitable hospitals should be closed while some taxpayers think all four should be consolidated into one regional administrative unit. An independent task force is considering all the feasible alternatives and will make a final recommendation to the county. You have been asked to write a report to this task force. You have an array of data collected from the hospitals as well as information about the communities they serve and available literature on hospital administration to draw from. Before writing this or any report, you must ask yourself two important questions:

1. **Who is my audience?** (In business, this is likely to be either your supervisors or clients, such as the task force above,¹ who will read your report.)
2. **What is my purpose?** (This is what your readers need to know to do their job.)

If you don't understand your audience and purpose, you are not likely to create a report that meets the needs of those who will be reading it.

AUDIENCE: In the example above, you must write your report as if you were writing not to your professor, but rather to the **task force members**. Who are they? Legislators? Nurses? Lawyers? Administrators? Taxpayers? All of these?

Whoever they are, you need to ask and answer the following: What do they already know before they read your report? What do you want them to know after they've read it? What are their backgrounds? What are their likely biases? How do they approach problems—for example, would certain kinds of information and terminology be understood by the medical staff but not by administrators? The medical staff would be familiar with information on risks and benefits of certain medications for certain patients, while administrators would be familiar with government regulations on Medicare reimbursement. Use information, explanations, and language familiar to your specific readers.

How To Write Report Examples

Heike Hering



How To Write Report Examples:

How to Write Reports and Proposals Patrick Forsyth, 2006 Forsyth provides practical pointers on presenting a proposal clearly and persuasively Using checklists exercises and examples he explains how to make a plan transfer ideas into writing and edit them to achieve best results

How to Write Reports and Proposals Diane Lutovich, Janis Fisher Chan, 1998

How to Write Psychology Research Reports & Essays Bruce Findlay, 2014-09-01 How to Write Psychology Research Reports and Essays 7e is endorsed by the Australian Psychological Society and is a useful reference to the strict guidelines required by the APS and the APA American Psychological Association styles A student who grasps these concepts and learns the conventions will have a sound basis for presenting research in a professional manner and writing well argued essays so that the later step of writing for publication should be an easier one to take

How to Write Technical Reports Heike Hering, 2018-12-29 The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices The following sections have been reduced or skipped Tables Scheme and diagram

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How to Write Technical Reports Lutz Hering, Heike Hering, 2010-10-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many l tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at T V NORD Akademie where she is responsible for E Learning projects technical

documentation and software training and supervises students who are writing their theses Prof Dr Ing **How to Write Research Report** Gusti Astika , 2020-12-15 This book provides practical knowledge of writing research reports which can be submitted as a course requirement a scholarly work or an article for journal publication The chapters in this book deal with the elements of a research report the abstract introduction review of literature methodology result and conclusion Each chapter includes examples from published research with explanations of language use

How to Write Reports: A Guide for

Grades 6-9 Randy Larson,1991 How to Write Technical and Scientific Reports Heike Hering,2025-05-01 How to Write Technical and Scientific Reports This textbook introduces all important and necessary knowledge to create written reports or oral presentations about STEM and engineering topics in a professional and efficient manner By showing example structures and right wrong comparisons you will get many practical hints on how to design your own report The examples are mostly derived from works written by the authors and therefore they often deal with mechanical engineering topics There are different sections about frequent mistakes in Technical and Scientific Reports the use of word processors and tools for creating presentations the design of figures and tables as well as the oral presentation of the Technical or Scientific Report also as a short statement In this 3rd edition all texts were revised and updated the sections with references were updated the glossary and index were expanded and Springer Nature SN Flashcards were added to help you to remember the introduced knowledge and to create Technical and Scientific Reports even more efficiently Test your knowledge with questions and answers about the book with Springer Nature Flashcards **How to Write a Financial Report** Tage C. Tracy,2024-10-10 Complete guide to understanding and writing financial reports with clear communication Accompanying the hugely successful How to Read a Financial Report How to Write a Financial Report is your non specialist and jargon simplified guide to the art of writing a financial report and effectively communicating critical financial information and operating results to your target audience This book also covers utilizing different KPIs and types of reports and statements to convey a cohesive quantitative story to everyone reading your report even if they aren t experts in accounting and finance This book pays special attention to the big three financial statements the differences between internal and external financial information reports and confidentiality factors disclosure levels and risk elements when deciding which information to include This book also discusses important elements in financial reports including Providing an expanded understanding of the big three financial statements and how these act as the base food which feeds the financial reporting beast Producing financial reports that keep the audience engaged focused and educated Learning how to speak the base language of accounting and finance Diving deeper into financial stability and operating results by using ratios trends and variance analyzes to improve financial reporting Offering examples of real financial reports for hands on reference and use in the real world With everything readers need to write analyze and communicate financial accounting reports How to Write a Financial Report earns a well deserved spot on the bookshelves of investors lenders business leaders analysts and managers seeking to improve their writing and comprehension skills along with investors seeking to better understand where financial information comes from and how it is presented **Professional Report Writing** Simon Mort,1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for

managers civil servants local government officers consultants and professionals of every kind **Essential Statistics for Public Managers and Policy Analysts** Evan Berman,Xiaohu Wang,2016-12-30 Known for its brevity and student friendly approach Essential Statistics for Public Managers and Policy Analysts remains one of the most popular introductory books on statistics for public policy and public administration students using carefully selected examples tailored specifically for them The Fourth Edition continues to offer a conceptual understanding of statistics that can be applied readily to the real life challenges of public administrators and policy analysts The book provides examples from the areas of human resources management organizational behavior budgeting and public policy to illustrate how public administrators interact with and analyze data The text may be paired with the workbook Exercising Essential Statistics Fourth Edition to help students apply each statistical technique introduced in the text Use bundle ISBN 978 1 5063 7366 9 *How to Write it* Sandra E. Lamb,2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail **Methodologies for Effective Writing Instruction in EFL and ESL Classrooms** Al-Mahrooqi, Rahma,2014-10-31 Educators continue to strive for advanced teaching methods to bridge the gap between native and non native English speaking students Lessons on written forms of communication continue to be a challenge recognized by educators who wish to improve student comprehension and overall ability to write clearly and expressively Methodologies for Effective Writing Instruction in EFL and ESL Classrooms brings together research and practices for successful written communication teaching among students of diverse linguistic backgrounds With technological advancements and resources educators are able to implement new tools into their lesson plans for the benefit of their students This publication is an essential reference source for professionals educators and researchers interested in techniques and practices for written communication in English language teaching geared towards non native English speaking students **How to Write Reports** Winward Prescott,1932 [How to Write an Essay Gr. 7-12](#) , **How to Write and Publish a Scientific Paper** Robert A Day,Barbara Gastel,2006-04-26 Guide on writing and submitting a scientific paper for graduates to professionals *Comprehensive Curriculum of Basic Skills, Grade 5* ,2016-03-07 FIFTH GRADE Covers basic concepts such as multiples factors area research and more and develops the skills your child needs for grade level success INCLUDES Fun educational activities in phonics reading language arts writing and math plus review lessons teaching suggestions to extend learning and answer keys ALL INCLUSIVE This all in one comprehensive resource provides an entire curriculum of instruction that improves academic performance updated with relevant high interest reading passages and artwork HOMESCHOOL FRIENDLY This elementary workbook for kids is a great learning resource for at home or in the classroom and allows parents to supplement their children s learning in the areas they need it most WHY CARSON DELLOSA Founded by two teachers more than 45 years ago Carson Delloso believes that education is everywhere and is passionate about making products that inspire life s learning moments *How to Write It,*

Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference

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