

## 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

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## 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 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 *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

Accounting: Business Reporting for Decision Making, 9th Edition Jacqueline Birt, Keryn Chalmers, Suzanne Maloney, Albie Brooks, David Bond, Judy Oliver, 2025-11-24 Birt s Accounting Business Reporting for Decision Making 9th Edition is the market leading text for core accounting units in business and commerce degrees specifically designed for first year students

across all business disciplines including marketing and HRM What sets this text apart is its focus on the connection between accounting and business decision making presented from a management and stakeholder perspective rather than a technical accounting view *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 published accounts of small and medium sized enterprises giving a clear insight into the most recent developments This book includes an update on IAS developments including the Accounting Standard Board s programme for converging UK GAAP with IAS The chapter on revenue recognition has been updated to cover recent developments such as Application Note G to FRS 5 Other chapters deal with the UK regulatory framework statements of principles and accounting policies revenue recognition reporting the substance of transactions tangible and intangible fixed assets accounting for liabilities and provisions hire purchase and leasing shareholders funds financial instruments taxation including deferred tax retirement benefits share based payment directors remuneration and share disclosures accounting for small and medium sized companies limited liability partnerships accounting for overseas operations and reporting issues for listed companies This text is ideal for corporate financial professionals smaller practitioners or students looking for a convenient and practical reporting handbook

*StartupPro: How to set up and grow a tech business* Martin Zwilling,2014-12-01 If your find yourself daydreaming about your own business and not just your next promotion this book will help you shape your ideas as you begin your entrepreneurial journey *Abstracts of Reports and Testimony* ,1993 *Manual of Accounting Narrative Reporting 2014* PwC,2013-01-01 UK companies are governed by legal and other regulatory requirements impacting elements of financial statements that are common to users of both IFRS and UK GAAP These are often referred to as the front half of the financial statements This publication contains the guidance applicable to all UK companies regardless of the GAAP under which their financial statements are prepared Written by PwC s UK Assurance Risk and Quality team the manual includes practical advice based on PwC s work advising clients partners and staff The book will be of particular interest to finance directors accountants legal practitioners company administrators financial advisors and auditors This year s edition provides guidance for UK quoted companies on the front half of financial statements including many illustrations and examples Key updates from previous edition include Updated guidance for new external guidance and legislation includingFRC UK Corporate governance code and 2013 Statutory instruments regulations New real life examples from accounts **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 **Voluntary Business Reporting** Giacomo Pigatto,2025-06-30 Understanding the dynamic landscape of voluntary business reporting is crucial for navigating the evolving complexities of

accounting practices towards achieving a more sustainable and equitable world This book provides a comprehensive exploration of the evolution and revolutions happening within the field of voluntary business reporting The book begins by tracing the development of voluntary business reporting to the present day examining the motivations behind voluntary reporting practices including agency theory stakeholder theory and institutional perspectives It offers a thorough overview of voluntary business reporting its evolution in the business world and its increasing relevance for disclosing nonfinancial information alongside and often integrated with financial information Through empirical insights and case studies the book uncovers instances where voluntary reporting diverges from traditional theories highlighting factors such as chance discoveries and power struggles Furthermore it analyzes three revolutions characterizing voluntary reporting 1 the mandatorization i e the slow yet steady process of codification and regulation 2 the broadening scope towards a multi stakeholder perspective and 3 the harmonization and integration of voluntary reporting standards and frameworks It concludes by reflecting on the unresolved issues and challenges facing the field emphasizing the need for ongoing research and critical reflection to advance the practice of voluntary reporting in alignment with broader societal goals With a focus on the implications of voluntary reporting for stakeholders businesses and regulatory bodies the book equips readers with actionable insights It caters primarily to accounting and business reporting scholars Additionally it serves as a valuable resource for students in related disciplines and business reporting practitioners seeking insights into evolving trends and future developments in voluntary reporting practices

#### **Agriculture-environmental and Consumer Protection**

**Appropriations for Fiscal Year 1975, Hearings Before ... 93-2** United States. Congress. Senate. Appropriations Committee,1974

**Guide to Analysing Companies** The Economist,Bob Vause,2015-01-06 In today s volatile complex and fast moving business world it can be difficult to gauge how sound a company really is An apparently strong balance sheet and impressive reported profits may be hiding all sorts of problems that could even spell bankruptcy So how do you Know whether a company is well run and doing well Decide which ratios and benchmarks to use to assess performance Work out if a company has massaged its results Recognize the danger signs on the corporate horizon Compare companies operating in different sectors or countries These and many other important questions are answered in a completely updated and revised sixth edition of this clear and comprehensive guide It is aimed at anyone who wants to understand a company s annual report judge a customer s creditworthiness assess a company s investment potential and much more

*Indexes for Abstracts of Reports and Testimony* ,1992

**The Valuation Handbook** Rawley Thomas,Benton E. Gup,2010 The definitive guide to valuation written by a who s who of today s top practitioners The Valuation Handbook differs significantly from other related books on this topic because the contributors are practitioners academics and investment firms that explain how they value companies and other assets It concentrates on specific and innovative valuation techniques rather than the theoretical approaches more generally accepted and discussed Given the extreme volatility of the stock market valuation is a critical

issue for analysts investors and businesses Here various professional contributors explain how their firms approach the valuation process while academic contributors share their valuation consulting and research experience Examines how to value assets in today s dynamic market setting Offers a broad spectrum of ideas from some of the top practitioners and academics in this field Highlights state of the art approaches to company valuation Filled with in depth insights and expert advice The Valuation Handbook puts this difficult discipline in perspective

**The Public Relations Handbook** Alison Theaker, 2016-05-20 The Public Relations Handbook Fifth Edition provides an engaging overview and in depth exploration of a dynamic and ever evolving industry The diverse chapters are united by a set of student friendly features throughout including clear chapter aims analytical discussion questions and key further reading Featuring wide ranging contributions from key figures in the PR profession the new edition presents a new chapter on public relations and activism alongside discussion of key critical themes in public relations research and exploratory case studies on public relations practices in relation to a variety of different institutions including The Bank of Scotland Queen Margaret University Diabetes UK Continental Tyres and Action for Children Split into four parts exploring key conceptual themes of the context of public relations strategic public relations stakeholder public relations and shaping the future the book offers coverage of essential areas including public relations politics and the media media relations in the social media age using new technology effectively in public relations public relations and engagement in the not for profit sector business to business public relations the public relations of globalisation

Project Risk Governance Dieter Fink, 2016-04-15 In Project Risk Governance Dieter Fink breaks new ground in two ways Firstly he places project risk management in the context of today s organisations in which objectives are increasingly implemented through projects to better respond to fast changing markets Secondly he applies a governance perspective to examine project risk at the project and corporate levels an approach which is significantly under researched and for which theoretical knowledge and professional practice are at an early stage of maturity Project risk governance falls between corporate governance and project governance and is attracting increasing attention The author argues that there are two reasons for this The first is the projectisation of organisations in particular within organisations conforming to the Project Based Organisation PBO model The second is the prevalence of a strategic approach to managing risk for the purposes of protecting organisational values and creating competitive advantage The book addresses governance strategy value management and building enterprise wide Project Risk Governance PRG capabilities Chapters examine the role of projects in organisations and the need to integrate project and business strategy within the framework of the Project Based Organisation PRG is introduced via its links with corporate and project governance and its scope is covered in chapters that identify relevant processes structures and relationship mechanisms Contextual influences such as the professionalisation of project management are recognised and insights provided to increase readers understanding of uncertainty risk events and probabilities and of the essential requirements of managing risks at project

level The final chapter provides a roadmap to the stages and dimensions of a PRG maturity model      *The contribution that reporting of greenhouse gas emissions makes to the UK meeting its climate change objectives* Great Britain: Department for Environment, Food and Rural Affairs, Great Britain. Department for Environment, Food & Rural Affairs, 2010-11-30 This report examines the contribution that corporate reporting of greenhouse gas GHG emissions makes to the UK meeting its climate change objectives Current research shows that businesses are considering their environmental impact at the highest level 62 per cent of FTSE all share companies reported quantified figures on climate change or energy use in their 2009 annual reports Measuring emissions then reporting enables enabling target setting which leads to emissions reductions There is significant and growing interest from investors in GHG emissions data and investor pressure is one of the main drivers for reporting Though there are costs in the reporting process the research found additional benefits for companies in areas such as reputation brand value improving investor relations and being able to respond to shareholder requests

**United States Congressional Serial Set No. 14776, House Reports Nos. 414-434 ,      Financial Accounting, 12th Edition** John Hoggett, John Medlin, Keryn Chalmers, Claire Beattie, Andreas Hellmann, Jodie Maxfield, 2024-02-12 A benchmark Financial Accounting text over the past 30 years Hoggett s Financial Accounting has been refreshed in this twelfth edition A must have for students who want to succeed in their unit and leave with a rich foundation of technical knowledge for their future study and accounting career the text focuses on accounting from the perspective of a financial statement preparer With two versions being published Hoggett s Financial Accounting can be used for either the typical one semester course or Hoggett s Accounting with six additional introductory management accounting chapters can extend to two semesters The eBook edition of Financial Accounting 12th Edition features a range of instructional media content designed to provide students with an interactive and engaging learning experience This unique resource can also form the basis of a blended learning solution for lecturers

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