THE UNIVERSITY of ADELAIDE

Writing a Business Report

Writing Centre Learning Guide

Overview

1. **Start your report with the main point.** Why is this report important? Why was it requested? What has it found?
2. **Organise your content.** Divide your information to blocks of topics.
3. **Give each block a title/heading.**
4. **Begin each block with the main point.** If your heading is a question, your first sentence should be the answer.
5. **Use detail, examples, data.** Back up each main point with specific information and/or numbers from your research.
6. **Give a recommendation.** Call for action and point the way ahead. What should your client do next?

Structure

1. **Title Page**: Title of your report, your name, student number and your course.
2. **Table of Contents:** include headings, subheadings and page numbers
3. **Executive summary**: Summarises your whole report, and gives your reader a clear idea of what your report says, without needing to read it. Start with the report's purpose, then give your scope, main points, and a summary of your findings and recommendations.
4. **Introduction:** summarises the issue or problem, its background and context, why it matters, why you're looking into it and the scope of the task. You can also introduce your approach and explain your methodology in finding and sorting data.
5. **Literature Review:** Some reports require extra readings on the topic. This is where you research peer-reviewed articles about the problem to let your client know what the literature says.
6. **Method:** Explain how you did the research. Did you interview teenagers on consumer behavior? Did you give a survey out to 50 teenagers, and based your report on these results? Did you investigate the market trends affecting teenagers in the past 20 years? In this section you should show numbers, graphs, charts and tables with your data.

   This section may include:
   - → the type of research design, e.g. qualitative or quantitative?
   - → sampling procedure, e.g. did you use probability sampling or non-probability sampling techniques and why?
   - → data collection procedure, e.g. how was the data/information collected? Did you do face-to-face interviews? What are the sources of your information and why did you choose them?

How To Report A Business

SB Merriam

How To Report A Business:

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Table of Contents How To Report A Business

1. Understanding the eBook How To Report A Business
    - The Rise of Digital Reading How To Report A Business
    - Advantages of eBooks Over Traditional Books
2. Identifying How To Report A Business
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an How To Report A Business
    - User-Friendly Interface
4. Exploring eBook Recommendations from How To Report A Business
    - Personalized Recommendations
    - How To Report A Business User Reviews and Ratings
    - How To Report A Business and Bestseller Lists
5. Accessing How To Report A Business Free and Paid eBooks
    - How To Report A Business Public Domain eBooks
    - How To Report A Business eBook Subscription Services
    - How To Report A Business Budget-Friendly Options

6. Navigating How To Report A Business eBook Formats
    - ePub, PDF, MOBI, and More
    - How To Report A Business Compatibility with Devices
    - How To Report A Business Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of How To Report A Business
    - Highlighting and Note-Taking How To Report A Business
    - Interactive Elements How To Report A Business
8. Staying Engaged with How To Report A Business
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers How To Report A Business
9. Balancing eBooks and Physical Books How To Report A Business
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection How To Report A Business
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine How To Report A Business
    - Setting Reading Goals How To Report A Business
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Report A Business
    - Fact-Checking eBook Content of How To Report A Business
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements

- Interactive and Gamified eBooks

How To Report A Business Introduction

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