

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

**Peter Atrill, Eddie McLaney, David
Harvey**



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 *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

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

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

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 *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 **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 **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 including FRC UK Corporate governance code and 2013 Statutory instruments regulations New real life examples from accounts **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 Recognise 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 *Abstracts of Reports and Testimony*, 1993

Writing Skills for University Sue Reeves, 2025-11-05 From the first day of class to delivering their final project this book helps students build all the undergraduate writing skills they'll need during their degree with practical tools and advice they can use straight away It offers Everything in one place from notetaking and structuring essays to writing reports literature reviews and dissertation A clear path to better grades so they know what to focus on and how to build their skills

over time Tips for exams including how to prepare and write under pressure Ethical ways to use AI tools to complement your skills Support for their wellbeing with advice on managing stress and knowing when to ask for help This practical guide was designed for undergraduate students looking to build confidence in their writing and get better academic results Dr Sue Reeves is the Head of Teaching and Learning within the School of Life and Health Sciences at the University of Roehampton Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university **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 *United States Congressional Serial Set No. 14776, House Reports Nos. 414-434* ,

Gender Equality and Policy Implementation in the Corporate World Isabelle Engeli, Amy G. Mazur, 2022-05-05 Gender Equality and Policy Implementation in the Corporate World takes a unique approach to the issue of gender equality in corporations in the 21st century It examines the implementation of specific policies that seek to promote women's presence on corporate boards in 15 democracies in Western and Central Eastern Europe North America and Australasia through the lens of the Gender Equality Policy in Practice Approach The thirteen empirically rich country chapters by leading country experts and two separate comparative chapter answer core questions How were policies adopted and implemented Did they achieve any degree of success that would allow for real and lasting equality What were the politics of the pursuit of corporate gender equality across the 15 countries What worked and did not work and why What are the lessons to be drawn from these experiences The findings of the book show that policy implementation does matter but that in this last bastion of male domination policies have had more success in increasing women's numbers over challenging gender biased norms that block women of all cultural and socio economic backgrounds from gaining real power on boards The path breaking study shows that the reasons for this slow change are highly complex and case specific in the details of each policy mix While progress has been slow in coming it has still been made even in these challenging times Future policy success the book concludes is in the hands of men and women willing to come forward to overcome these well entrenched obstacles *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 **Business Communication: Rhetorical Situations** Heather Graves, Roger Graves, 2021-03-25 Business and professional communication takes place in a dynamic ever changing environment How can we best help students prepare to communicate in such a challenging environment The pedagogies of the twentieth century lectures quizzes and exams have not kept up to these new demands for student engagement Business Communication Rhetorical Situations supports more interactive and collaborative pedagogies to motivate students Each chapter has two or three cases that challenge students to apply the business communication concepts they are learning to a specific set of circumstances These cases are drawn from real life communication situations and invite students to think through a communication situation and take action After each case challenges and exercises provide more opportunities for students to analyze and reflect on business documents and practice the skills discussed in the case themselves Throughout rhetorical concepts such as audience genre and purpose are central and collaboration and creativity are encouraged

StartupPro: How to set up and grow a tech business Martin Zwilling, 2014-12-01 If you 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 *Cooperative Compliance* Jeffrey Owens, Jonathan Leigh Pemberton, 2021-08-18 National taxation authorities around the world are rapidly improving international cooperation given the unprecedented triple impact of persistent revelations of large scale corporate tax avoidance the ever increasing intricacies of digital cross border transactions and the unprecedented revenue deficits engendered by the COVID 19 pandemic There is also a growing recognition that improving tax compliance needs to be reconciled with a legitimate desire on the part of businesses to have some certainty about their taxes Cooperative compliance is one way to achieve that This first analysis of the details of cooperative compliance programmes currently in operation describes tax control frameworks suggests practical examples to assist practitioners in tax administrations and the private sector and provides multiple perspectives on the design and legitimacy of such programmes Drawing on detailed information contributed by tax practitioners and academics from a wide range of jurisdictions worldwide the book identifies and explains certain crucial elements of successful programmes the criteria for access to cooperative compliance e g is the programme voluntary or mandatory Is there a financial threshold Will the criteria be publicly available model legislation that can facilitate the operation of such programmes statutory provisions administrative rules and procedures etc the foundations for an international agreement on an audit assurance standard for tax control frameworks including the role of the Organisation for Economic Co operation and Development OECD the European Union EU and other international organizations how to develop a methodology to measure the cost and benefits of cooperative compliance programmes detailed case studies of existing compliance programmes in Australia Austria China Germany Italy Poland and Russia and how to communicate a cooperative compliance programme to obtain trust from society

The analysis draws on two years of work led by WU Global Tax Policy Center GTPC at Vienna University of Economics and Business in cooperation with the International Chamber of Commerce ICC and the Commonwealth Association of Tax Administrators CATA. The project brought together over two hundred people from 25 countries including public officials, businesses, and academics. Tax certainty and predictability are key components for providing a tax environment that is conducive to cross border trade and investment and in the long term it is in the interest of both governments and businesses to minimize tax uncertainty as much as possible. This truly helpful book promises to pave the way to an internationally effective tax framework that will be welcomed by taxation authorities and practitioners worldwide.

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