

# 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.

# How To Write A Buiness Report

**Michelle Reid**



## **How To Write A Buiness Report:**

**Contemporary Business Report Writing** Shirley Kuiper, Gary F. Kohut, 1999 This text takes a developmental process approach to the crafting of various business reports with the idea that business reports from basic reports to feasibility studies business plans and employee manuals are vital tools in business decision making Beginning with the fundamentals of writing students are taken through the process of drafting revising editing and producing simple reports as well as planning and conducting research which culminates in a well prepared report Once report preparation and writing is mastered presentation techniques and skills are discussed so students learn to effectively communicate the information contained in their reports

**How to Write a Winning Business Report** Joseph Mancuso, 1992-04-09 A CLEAR STEP BY STEP SYSTEM FOR WRITING A BUSINESS PLAN THAT WILL ATTRACT THE FINANCING YOU NEED Joseph R Mancuso offers key guidelines and valuable tips on how to gear your business plan to the people who control the cash Featuring the original business plans from three highly successful businesses plans that raised millions in upfront financing How to Write a Winning Business Plan also reveals What financiers look for in a plan Nine questions that every plan must answer How to prospect for financial sources How to romance the money men How to locate hidden sources of capital How to handle objections How to gain a commitment And much more Complete with handy checklists and key financial forms this book is your launch pad for a thriving business venture

Report Writing for Business Raymond Vincent Lesikar, 1981 *The Easy Steps To Writing A Business Report* Peter Smith, 2021-04-26 Employees in most organizations create and use reports however it s important to remember that the business report is a markedly different document than a report created in an academic setting Reports are a key communication tool in business they effectively share and retain information and decisions Reports are classified into two main types informal reports and formal reports both of those classifications are further broken down by type of information A report that is laid out well facilitates the reader s understanding of its content With a clear function and purpose a well formatted report establishes the credibility and professional abilities of the report s creator Business reports are one of the most effective ways to communicate in today s business world Although business reports objectives are broad in scope businesses or individuals can use them to help make important decisions Formal business reports have important functions in helping managers and executives make decisions These documents can have a variety of purposes depending on your needs and industry Learning how to write a formal business report can help you develop as a professional To write an effective business report you first need to understand what it is and how it can be used Hence in this article we will explain what a business report is how to write one and provide an example

**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 *A Student's Guide to Writing Business Reports* Zoë Robinson, Stuart Pedley-Smith, 2010 Written by Kaplan's own Zoe Robinson and Stuart Pedley Smith this essential guide is designed for anyone who needs to write a professional report Taking a practical approach with lots of exercises covering the structure of different types of report and drawing out the differences between reports and other business documents this guide will give you the skills required to present a professional report This book will be aimed at undergraduates people who need to write reports as a key part of their day job or those who simply need to pass the final part of their professional exams **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 *Effective Business Report Writing* Leland Brown, 1973 **Business Reports Writing Guide**, *Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports*, *Writing Essays and Reports* Stephen McLaren, 2001 This book is your easy guide to preparing essays and reports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your work grammar punctuation and language issues *Writing the Business and Technical Report* William J. Gallagher, 1981 **The Smart Guide to Business Writing**, **Planning and Organizing Business Reports** Dorinda Clippinger, 2016-07-08 This book emphasizes the importance of planning reports to ensure they do what you the writer or presenter want them to do Inside the reader will discover useful information to make reports more effective including the steps involved to plan written and oral report presentations for individuals as well as teams models for ethical reporting exclusive tips for preparing webinars well thought out steps for preparing a research proposal and so much more Numerous examples helpful illustrations and a concise writing style let you acquire vital information rapidly and each chapter ends with a convenient checklist In *Planning and Organizing Business Reports* you have a how to guide for the various types of reports you will need to generate throughout your career **Business Report Guides** Dorinda Clippinger, 2019-01-16 This book offers tactics for creating business plans as well as research reports Readers will find guides for planning research projects writing proposals identifying major findings drawing conclusions and using them to recommend appropriate actions along with citing sources numbering pages and displaying visuals The book examines

business plans why entrepreneurs need them the objectives and contents of business plans and how to guides for each part Business Report Guides can be your go to source for years to come Reading through it in a couple of hours you can gain information for immediate use Keep it handy and refer to it often when reporting research or when planning a new business or altering an existing one *Business Reports in English* Jeremy Comfort,Rod Revell,Chris Stott,1984 A task based approach is applied in this course for those who have to read or write reports The six extended units cover the successive stages in writing a report from collecting information using statistics organising and presenting material to recommending and summarising The stages are lined in to job functions common to any commercial field ranging from production to finance and marketing An appendix on report structure is included *Report Writing* Michelle Reid,2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style **The Complete Guide to Functional Writing in English** M. Sarada,2005-10-01 An invaluable aid to master the art of writing for specific purposes **Business Communication: Concepts, Cases, and Applications** P. D. Chaturvedi,2011 The second edition of Business Communication Concepts Cases and Applications builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader *The Art of Writing Business Reports & Proposals* Howard Hillman,Lisa Loring,1981

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## How To Write A Buiness Report Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading How To Write A Buiness Report free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading How To Write A Buiness Report free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading How To Write A Buiness Report free PDF files is convenient,



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