



# 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.

# Formal Business Report Layout

**Rob Reider**



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**Linguistic Studies in Academic and Professional English** Juan Carlos Palmer Silveira, 2004 A collection of articles that tries to reflect the relevance of the research on specific English The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn more about specific English **The Business Writer's Handbook, Eighth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006-03-07 Contains nearly four hundred alphabetized entries that provide guidance for writing business documents such as brochures press releases resumes executive summaries proposals and reports and provides general advice on organizing researching writing revising grammar usage style and punctuation □□□□□□□□, 2003 *Contemporary Business Reports* Varner, Pomeroy, 1998-08 *Business Essentials* BPP Learning Media, 2010-11-01 This course book takes the user through the entire strategy process starting with strategy formulation through strategic planning strategy evaluation and selection and finally to strategy implementation It draws on numerous established sources thus providing a well rounded and balanced account Features include summary diagrams worked examples and illustrations activities discussion topics chapter summaries and quick quizzes all presented in a user friendly format that helps to bring the subject to life **Communication for Business and the Professions: Strategies and Skills** Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they ll face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today s business environment Now titled Communication for Business and the Professions Strategies and Skills the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities **BUSINESS COMMUNICATION** P.K. YADAV, 1 UNDERSTANDING BUSINESS COMMUNICATION 2 WORK TEAM COMMUNICATION 3 TECHNOLOGY COMMUNICATION 4 CORRESPONDENCE 5 REPORT WRITING EXERCISES *Fundamentals of Business Communication* P. D. Chaturvedi, Mukesh Chaturvedi, 2012 Communication is the essence of management To succeed in a professional corporate environment it is imperative to be well versed in the essential communication tolls These help one not only in developing interpersonal relations but also in maintaining effective business relations which is necessary for personal as well as organizational growth Fundamentals of Business Communication on fundamentals of business communication identifies outlines and elucidates the prominent concepts that undergraduate students should understand to prepare for and excel in their carriers Brimming with examples exhibits and exercises this book will serve as suitable guide for students preparing to

step in to competitive professional world      *ENGLISH FOR SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS* Dr. Sayit Abdul Karim, S.Pd., M.Pd., Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company's secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management's ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things      *Formats and Layouts for Business* Shannon Coleman, 2000 The books in this series are step by step tutorial books that make learning and teaching easy Designed to be used by students and people wanting to study in their own time and at their own pace or as a front of the class training resource      *Business Communication*, 3/e P. D. Chaturvedi, 2013 Business Communication Concepts Skills Cases and Applications builds on the strengths of the previous edition and has been updated to reflect the latest research and technological developments in business communication Divided into three parts this revised edition focuses on the development of communication skills in business and the structured applications of business communication Topics such as reading and writing skills have been augmented and contemporary channels of business communication such as social media have been examined in detail      **Business Communication and Personality Development** Mr. Rohit Manglik, 2023-08-23 In this book we will study about effective workplace communication and techniques for personal and professional growth      **Business Report Writing** Robert D. Hay, Raymond Vincent Lesikar, 1957      *Operational Review* Rob Reider, 2002-11-04 Shows in a step by step manner how an operational review should be conducted Demonstrates the differences between an operational and financial audit Details how to identify which organizational systems are detrimental to a corporation's growth Shows how to judge the results and make recommendations to management Provides blank and sample forms required for conducting a comprehensive operational review      **Engineers' Guide to Technical Writing** Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co-workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc      *The Business Writer's Handbook* Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2011-10-21 More than just a guide The Business Writer's Handbook places writing in a real world context with quick and easy access to hundreds of business writing topics and scores of sample documents The handbook now offers up to date coverage of the job search tips on professionalism and advice

about adapting to evolving workplace technologies Publisher s description *BUSINESS COMMUNICATION* Dr. Neelam Turan,Vikrant Verma,2025-04-01 MBA FIRST SEMESTER As per NEP 2020 Curriculum and Credit Framework Kurukshetra University Kurukshetra Handbook of Business Communication Gerlinde Mautner,Franz Rainer,2017-07-24 In spite of the day to day relevance of business communication it remains underrepresented in standard handbooks and textbooks on applied linguistics The present volume introduces readers to a wide variety of linguistic studies of business communication ranging from traditional LSP approaches to contemporary discourse based work and from the micro level of lexical choice to macro level questions of language policy and culture Communication For Professionals ANATH LEE WALES, Book Description Unlock the power of effective communication with Communication for Professionals the second instalment in the Business Professionalism series by Anath Lee Wales This essential guide is designed to elevate your communication skills providing you with the tools needed to thrive in the modern business world In this comprehensive book you ll explore Introduction to Business Communication Learn the foundational concepts including Encoder Decoder Responsibilities Medium vs Channel Barriers to Communication Strategies for Overcoming Barriers and the dynamics of Verbal vs Non verbal Communication Structuring Business Communication Understand the structure and lines of communication within an organization define your message analyze your audience and learn how to effectively structure your communication Developing a Business Writing Style Discover the roles of written communication characteristics of good written communication and strategies to develop an effective writing style Types of Business Writing Master various business writing formats including Business Letters Memos Reports Emails and Online Communication Etiquette ensuring you can handle any writing scenario with confidence Writing for Special Circumstances Gain insights into tactful writing delivering bad news and crafting persuasive messages tailored to specific contexts Developing Oral Communication Skills Enhance your face to face interactions with guidelines for effective oral communication speech delivery and active listening Doing Business on the Telephone Learn the nuances of telephone etiquette handling difficult callers and leading effective business conversations over the phone Non verbal Communication Understand the importance of body language physical contact and presenting a professional image in business settings Proxemics Explore the impact of space distance territoriality crowding and privacy on business communication Developing Effective Presentation Skills Prepare for public speaking with tips on managing presentation anxiety using visual aids and leveraging technology for impactful presentations Conflict and Disagreement in Business Communication Learn about conflict resolution values and styles and strategies for managing cross cultural communication challenges Communication for Professionals is your definitive guide to mastering the art of business communication Whether you are a seasoned professional or just starting your career this book provides the essential knowledge and skills to communicate effectively and confidently in any professional setting **Successful Business Writing** Malra Treece,1980

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