

Reports may take a variety of forms. The structure and the language used will depend on the report's purpose, the needs and background knowledge of the reader(s), and the content. Businesses may request a report when there is a problem to be solved, or when information is required. Where information is requested, this should be presented in a clear, orderly, succinct manner. Your language needs to be persuasive, yet objective and evidence must be provided to support all claims. As reports can be formal or informal, take care to read instructions carefully to ensure that you understand the expectations for a particular assignment.

Emerson (1995, p. 28) identifies two main formats for business reports: deductive (where the content is not controversial, or the reader is very busy) and inductive (where material is controversial and the reader needs to read the Discussion before being presented with the Conclusions and Recommendations). Regardless of which format is used, all reports should be presented professionally; each section should be on a separate page and numbered in a consistent style.

## Structuring a business report

Business reports usually contain most of the following sections:

### Covering Letter/Memo

A covering letter is used if the report is for reader(s) from outside the business. A memo is used for internal reports. The letter/memo identifies the purpose and scope of the report, the person who requested the report and the date it was requested. It also provides the chance to acknowledge any help received in writing the report.

### Title Page

The title indicates the topic of the report. Make this as specific and brief as possible to give readers a clear idea of the report's content. The author's name, the name of the target reader(s), and the date the report was completed should also be provided.

### Abstract/Executive Summary

The Abstract/Executive Summary sets out the aims of the report and briefly summarises the main content, Conclusions and any Recommendations. It should only be about 50-100 words.

### Table of Contents

The Contents page shows clearly how the report is organised and helps make the information accessible to the reader. The various sections and sub-sections are titled and numbered, and the page number on which each section begins is given. Depending on the length of the report and your course requirements, you may also need a list of figures and a list of tables.

# Examples Of Report Structure

**Karin Nielsen-Saines**



## Examples Of Report Structure:

**Strategic Writing Mini-Lessons for All Students, Grades 4–8** Janet C. Richards, Cynthia A. Lassonde, 2013 Short lessons with a big impact Respond to your writers needs with mini lessons that will improve their craft and confidence From the start the I Can chapter sets up writers to know what they can do by learning to note and record their own strengths Every chapter models strategies that foster students self regulated independent writing and includes adaptations that show how to adjust teaching for advanced writers writers who struggle English language learners and extending the strategies across content areas Each mini lesson is laid out step by step for ease of use including sections on materials needed modeling the lesson student practice and independent writing *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 **Targeting Text** Katrina Wood, Sue Stubbs, 2000 **The Forensic Psychologist's Report Writing Guide** Sarah Brown, Erica Bowen, David Prescott, 2017-05-08 The Forensic Psychologist s Reporting Writing Guide is the first book to provide both student trainees and practitioners with best practice guidance for one of the core skills of their role Written and edited by an international range of experts from the UK North America and Australasia it provides clear advice on a range of assessments from psychometric tests to personality functioning and includes real life examples to illustrate key points Uniquely the book also offers guidance on the range of different client groups that forensic psychologists work with across both civil and legal contexts including juveniles female clients couples and those with cognitive impairments From core principles to writing style to key issues each chapter also includes a checklist of advice and further reading Comprehensive and practical The Forensic Psychologist s Reporting Writing Guide is a user friendly companion to this critical and often overlooked skill and will be essential reading for both neophyte and experienced forensic psychologists alike Practical Project Risk Management, Third Edition David Hillson, Peter Simon, 2020-11-03 This new edition of an award winning risk management classic is more actionable than ever with new chapters on facilitating risk conversations and running a risk workshop Risk isn t just about threat it s also about opportunity You have to be ready to take advantage of the most unexpected events good or bad with any project you are managing But how does this work in practice The Active Threat and Opportunity Management ATOM methodology offers a simple scalable risk process that applies to all projects in all industries and business sectors For each process step the authors offer practical advice hints and tips on how to get the most out of the risk management process Risk management really can work in practice This Project Management Institute award winning methodology is already used by top corporations Whether you are someone with no prior knowledge of risk management or someone who simply needs

guidance on how to apply risk management successfully this book will help you tackle the ups and downs of this unpredictable world **The SAS Programmer's PROC REPORT Handbook: Basic to Advanced Reporting Techniques** Jane Eslinger, 2016-03-23 Whether you work in banking finance pharmaceuticals the health and life sciences or government this unique book is intended for programmers of all skill levels and will help you harness all the power and capability of PROC REPORT Case Study Research in Software Engineering Per Runeson, Martin Host, Austen Rainer, Bjorn Regnell, 2012-03-07 Based on their own experiences of in depth case studies of software projects in international corporations in this book the authors present detailed practical guidelines on the preparation conduct design and reporting of case studies of software engineering This is the first software engineering specific book on the case study research method *Report Writing for Criminal Justice Professionals* Larry S. Miller, John T. Whitehead, 2014-10-13 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75% of their time writing administrative and research reports Report Writing for Criminal Justice Professionals Fifth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Much of the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting **The Elements of Academic Research** Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool *Targeting Text* John Barwick, 1998 Series contains structured teaching units for nine most commonly studied text types **Pentaho 5.0 Reporting by Example: Beginner's Guide** Mariano, GARCIA MATTIO, Dario R. Bernabeu, 2013-08-21 Key Features Install and configure PRD in Linux and Windows Create complex reports using relational data sources Produce reports with groups aggregate functions parameters graphics and sparklines Install and configure Pentaho BI Server to execute PRD reports Create and publish your own Java web application with parameterized reports and an interactive user interface Book Description Open source reporting tools and techniques such as PRD have been comparable in quality to their commercial counterparts this is largely due to the market's marked tendency to choose open source solutions PRD is a very powerful tool and in order to take full advantage of it you need to pay attention to

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**High-Impact Assessment Reports for Children and Adolescents** Robert Lichtenstein, Bruce Ecker, 2019-02-07 Assessment provides rich opportunities for understanding the needs of children and adolescents yet reports are often hard for parents teachers and other consumers to comprehend and utilize This book provides step by step guidelines for creating psychoeducational and psychological reports that communicate findings clearly promote collaboration and maximize impact Effective practices for written and oral reporting are presented including what assessment data to emphasize how to organize reports and convey test results and how to craft useful recommendations In a large size format for easy photocopying the book includes sample reports training exercises and reproducible templates rubrics and forms Purchasers get access to a Web page where they can download and print the reproducible materials This book is in The Guilford Practical Intervention in the Schools Series edited by Sandra M Chafouleas

[Adobe Analytics Quick-Reference Guide](#) Shane Closser, 2013-07-22 Companies face the

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**Technical**

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Evans,2013-07-04 This book brings together a collection of essays on the teaching of writing It is a companion to Prue Goodwin s The Literate Classroom and The Articulate Classroom and aims to augment our existing knowledge about the teaching and learning of writing stimulate thought and provoke discussion about writing offer a blend of theory and practice give food for thought and ideas for teaching writing to primary age children The topic of writing is one which is under the spotlight with increasing regularity as politicians and policy makers move on from reading as an issue This has already happened in England where the National Literacy Strategy is urging more emphasis on the teaching of writing to remedy weaknesses in this area      *Presenting Toxicology Results* G. J. Nohynek,2017-08-25 Written in such a way as to make it accessible to toxicologists who do not have English as a first language this book focuses on evaluating interpreting and reporting results of regulatory toxicology studies      Exposing Fraud Ian Ross,2015-10-12 Foreword by James D Ratley CFE President and CEO Association of Certified Fraud Examiners Beyond the basics tools for applied fraud management In *Exposing Fraud Skills Process and Practicalities* anti fraud expert Ian Ross provides both ideas and practical guidelines for applying sound techniques for fraud investigation and detection and related project management The investigative principles in this book are truly universal and can be applied anywhere in the world to deal with any of the range of fraud types prevalent in today s business environments Topics covered include cyber fraud the psychology of fraud data analysis techniques and the role of corporate and international culture in criminal behavior among many others Ensure an optimal outcome to fraud investigations by mastering real world skills from interviewing and handling evidence to conducting criminal proceedings As technologies and fraud techniques become more complex fraud investigation must increase in complexity as well However this does not mean that time tested strategies for detecting criminals have become obsolete Instead it means that a hands on approach to fraud detection and management is needed more than ever The book does just that Takes a unique practical approach to the business of detecting understanding and dealing with fraud of all types Aids in the development of key skills including conducting investigations and managing fraud risk Covers issues related to ethically

and efficiently handling impulsive and systemic fraud plus investigating criminals who may be running multiple scams Addresses fraud from a global perspective considering cultural and psychological factors that influence fraudsters Unlike other fraud investigation books on the market Exposing Fraud develops the ethical and legal foundation required to apply theory and advice in real world settings From the simple to the complex this book demonstrates the most effective application of anti fraud techniques     Technical Report Aeronautical Research Council (Great Britain),1924 Includes its Reports which are also issued separately     **Designing Solutions for Your Business Problems** Betty Vandenburg,2003-10-27 Designing Solutions for Your Business Problems is an essential resource for managers and consultants who help organizations resolve ambiguous problems and develop new opportunities Taking a hands on practical approach Betty Vandenburg a leading management consultant and educator outlines the details on how to conduct a proven process for designing solutions Designing Solutions for Your Business Problems will teach you how to curtail investigation and generate and justify ideas without sacrificing thoroughness creativity persuasiveness and fit You will be able to capitalize on more opportunities and your problem solving skills will become more efficient and your solutions more compelling This book will help you design better solutions and design them faster Betty Vandenburg offers a variety of useful techniques such as the scooping diagram which provides a framework for action and the logic diagram which tests the validity of a potential solution In addition the book contains illustrative real life examples of the Designing Solutions approach from a variety of organizations     **Structures to Resist the Effects of Accidental Explosions** ,1991

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