

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

Joseph Mancuso



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 *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

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 *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 Recognize 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

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

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 **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 **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 **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 *Fmos Guide To Running Your Own Business* Ruth Sunderland,2012-05-31 This one stop handbook covers everything you need to know starting out making your business special people enterprise for beginners marketing cash management finance innovation export know how risks and rewards avoiding the pitfalls and moving on Packed with case studies from an enormous variety of businesses this book draws extensively on the stories of successful entrepreneurs from Financial Mail s unique Enterprise Awards programme It also covers the issues that everyone with their

own business should and must consider from how to get paid promptly and what to do if not to advertising personnel the business implications of the euro and how to get investment for future growth **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 StartupPro: How to set up and grow a tech business Martin Zwilling,2014-12-01 If your 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 **Agriculture-environmental and Consumer Protection Appropriations for Fiscal Year 1975, Hearings Before ... 93-2** United States. Congress. Senate. Appropriations Committee,1974 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 **Research Handbook on Human Rights and Business** Surya Deva,David Birchall,2020-07-31 This authoritative Research Handbook brings together leading international scholars and practitioners to provide in depth analysis of some of the most hotly debated topics and issues concerning the interface of human rights and business Offering critical insights on prominent strands of research within the field of business and human rights this comprehensive Research Handbook examines key challenges and potential solutions in the field **Corporate Social Responsibility - Sustainable Business** Rae Lindsay,Roger Martella,2020-06-17 In a dramatic departure from its voluntary origins corporate social responsibility CSR is rapidly shifting to hold multinational companies accountable for more than traditional shareholder performance This CSR movement is embracing new environmental social and governance ESG frameworks that both promote global sustainability goals and enhance accountability for negative impacts businesses can have on planet and people This collection of essays by leading businesspeople international civil servants legal practitioners academics and other experts offers a forward looking and pragmatic perspective that illuminates the major themes in this movement towards increasingly sustainable transparent and accountable business practices The collection shows how CSR has evolved to account for societal pressures environmental climate change and human rights impacts international policy

imperatives and the practical challenges of regulating commercial activity that transcends borders The chapters offer an in depth examination of current issues including international frameworks and multistakeholder initiatives catalysing foundational change the shifting emphasis on corporate imperatives to avoid harm to third parties trends in CSR focused on assuring the planet s future sustainability and social stability regulatory initiatives around the globe including Europe North America Asia and Africa and extended accountability for activities of corporate group members and supply chains The pressure and business case for companies to incorporate CSR into corporate governance is intensifying with each quarter shareholder meeting and regulatory agenda The integration of CSR and new ESG frameworks into multinational corporate strategy and operations is key to sustainable business models that can generate long term value for the organization and all stakeholders Their acceptance as cornerstones of 21st century business practice appears inevitable Taking full account of the imperative for companies and their lawyers to grapple with the practical and legal challenges in this area this volume is an invaluable and pragmatic addition to the practitioners toolbox at this important juncture in an ever more dynamic field

CIMA - F3 Financial Strategy BPP Learning Media,2015-06-30 BPP Learning Media provides the widest range of study materials of any CIMA publisher Our comprehensive printed materials highlight the areas to focus on for your exams and our e Learning products complement the syllabus to improve your understanding *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 QST. ,1921

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