



# 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

**P. D. Chaturvedi, Mukesh Chaturvedi**



## **Formal Business Report Layout:**

## Embracing the Track of Appearance: An Mental Symphony within **Formal Business Report Layout**

In a world taken by monitors and the ceaseless chatter of quick transmission, the melodic elegance and psychological symphony developed by the published word usually disappear into the back ground, eclipsed by the constant sound and disturbances that permeate our lives. But, situated within the pages of **Formal Business Report Layout** a wonderful literary value brimming with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, this charming masterpiece conducts visitors on a psychological trip, skillfully unraveling the concealed songs and profound affect resonating within each carefully crafted phrase. Within the depths of this moving review, we can discover the book is main harmonies, analyze their enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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