

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 Report Samples

EW Minium



How To Write A Report Samples:

This book delves into How To Write A Report Samples. How To Write A Report Samples is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into How To Write A Report Samples, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to How To Write A Report Samples
 - Chapter 2: Essential Elements of How To Write A Report Samples
 - Chapter 3: How To Write A Report Samples in Everyday Life
 - Chapter 4: How To Write A Report Samples in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of How To Write A Report Samples. The first chapter will explore what How To Write A Report Samples is, why How To Write A Report Samples is vital, and how to effectively learn about How To Write A Report Samples.
 3. In chapter 2, the author will delve into the foundational concepts of How To Write A Report Samples. This chapter will elucidate the essential principles that must be understood to grasp How To Write A Report Samples in its entirety.
 4. In chapter 3, the author will examine the practical applications of How To Write A Report Samples in daily life. This chapter will showcase real-world examples of how How To Write A Report Samples can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of How To Write A Report Samples in specific contexts. This chapter will explore how How To Write A Report Samples is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about How To Write A Report Samples. The final chapter will summarize the key points that have been discussed throughout the book.
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