

Centre for Teaching and Learning

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

Shannon Coleman



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solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities **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 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 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

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