

# Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

**1. TITLE PAGE** — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

**2. ABSTRACT** — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

**3. TABLE OF CONTENTS** — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

**4. INTRODUCTION** — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

**5. BODY** — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

**6. CONCLUSION** — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

# Formal Business Report Writing Examples

**Natalie Canavor, Claire  
Meirowitz, Stephen R. Covey**



## **Formal Business Report Writing Examples:**

Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae, 2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Business and Professional Writing: A Basic Guide - Second Canadian Edition** Paul MacRae, 2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Business and Professional Writing: A Basic Guide, Third Canadian Edition** Paul MacRae, Joel Hawkes, Laura Fanning, 2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout **Contemporary Business Reports** Varner, Pomeroy, 1998-08 *Writing to Go* Rob Colter, 2009-09-01 In today's fast paced world of e mail and instant messaging clear writing is more important than ever In *Writing to Go* bestselling author Rob Colter takes us through the writing process in ten easy steps This book is packed with precise and practical information delivered in a down to earth tone with often humorous examples Everywhere from the classroom to the office Colter's Top Ten Writing Tips will give you the confidence to write with greater speed and impact covering everything from knowing your purpose and audience to selecting your format organizing your points and writing clearly and effectively *Communication for Business and the Professions: Strategies and Skills* Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they'll face on the job Dwyer thoroughly addresses the new media skills that

employees are expected to have in today's business environment. Now titled *Communication for Business and the Professions: Strategies and Skills*, the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills. With new and updated content on social media and technology, Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples. Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it. This edition continues to provide a solid background in communication, stimulate critical thinking and promote active learning through a variety of features and activities.

*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.

*English for Business Communication* Mable Chan, 2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages such as thank you or appreciation messages which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

**ENGLISH FOR BUSINESS COMMUNICATION** Ifeoluwapo Wumi, 2025-03-27 *English For Business Communication: Mastering professional Communication for Career Success* is a comprehensive resource designed to help professionals, entrepreneurs and students enhance their communication skills in the business world. From writing compelling emails and persuasive business proposals to delivering impactful presentations and handling negotiations, this book covers all aspects of effective business communication. With real-life case studies, practical exercises and step-by-step guidance, this book equips you with the tools to communicate clearly, confidently and persuasively. Whether you're

managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence

*Linguistic Studies in Academic and Professional English* Juan Carlos Palmer Silveira,2004 A collection of articles that tries to reflect the relevance of the research on specific English The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn more about specific English **Effective Business**

**Report Writing** Leland Brown,1973 Report Writing in Business Trevor Bentley,2002-12-31 Report writing is an essential part of business life and if you can effectively communicate your ideas you are likely to reap the rewards This new edition extensively rewritten and updated aims to provide you with a comprehensive clear brief and relevant set of guidelines for writing effective reports The key to effective report writing is to be able to communicate a message in a way that enables the reader to understand it in exactly the way it was intended To achieve this the writer needs to be able to produce information in a clear concise and readable way to deliver a message without the danger of ambiguity or misinterpretation Guidance and examples are given This book is aimed at business managers as well as students of management who need to write reports for distribution within their organisations Reading this book will present you with the knowledge to modify your own

personal report style and approach This new edition has been extensively rewritten and updated Provides you with a comprehensive clear brief and relevant set of guidelines for writing effective reports Will give you the knowledge to develop your own report style and approach **Business Communication** Dr. Chitranjan Singh, Communication is an integral part of all of us Whether it is a newly born baby or an old man of 110 years all use communication in one way or the other Not only human beings but also animals use it Without communication nothing is possible Communication plays an important role in all aspects of life We all are using communication as a tool since our early days A newly born baby also knows how to communicate to his mother Communication plays a great role in our life With effective communication we can touch new heights With poor communication skills we can be brought to the ground Communication is a complex process Communication as in general is not the subject matter of this book This book covers some general concepts of communication and emphasises on business communication Business communication plays a great role in managing business effectively and efficiently Without proper business communication we can t imagine a prosperous and growing business As the blood flows through the vessels to keep human body alive fit and active similarly business communication keeps the business effective and efficient Without blood human body will withered and without business communication business will fade away I hope this book will help students to understand nitty gritty of business communication It will be of great help when they are in business and operating it This book will be extremely helpful to them not only in business but also in their daily life With best wishes and warm regards **Learn Good Business Writing and Communication (Collection)**

Natalie Canavor,Claire Meirowitz,Stephen R. Covey,2013-08-08 The Truth About the New Rules of Business Writing shows

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**SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS** Dr. Sayit Abdul Karim, S.Pd., M.Pd., Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company s secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management s ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things **BUSINESS MANAGEMENT ( PART - I ) PRABHU**

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**ISC Business Studies for Class XII (A.Y. 2023-24)Onward** Dr. C.B. Gupta,2023-05-20 The council for the Indian School Certificate Examination New Delhi has thoroughly revised the syllabus of Business Studies for ISC Class XII The new syllabus is in line with the changing business environment in India characterised by start up entrepreneurship digitalisation cashless payment mechanism online business etc Both the students and the teachers feel an acute need for a high quality textbook as per the new syllabus This book is designed and written to meet this need According to the council for the Indian School Certificate Examinations the aims of teaching Business Studies at the XII standard are as follows 1 To enable candidates to understand the modern business environment and to create awareness about various entrepreneurial opportunities 2 To awaken a spirit of enterprise amongst candidates 3 To provide an insight into the recent trends in business 4 To acquaint candidates with the various aspects of Human Resource Management 5 To provide knowledge and understanding of communication in modern business 6 To identify the various sources of business finance and the role of regulators and intermediaries I am sure the book would fulfill all these aims The book fully meets the requirements of the new syllabus Some of the unique features of the book are given below Simple and easy to understand language Chapter outline to give a bird s eye view of the topics described in every chapter Liberal use of diagrams and tables to illustrate the text Examples from Indian Companies Summary at the end of each chapter for quick revision before the date of examination Short Answer Type and Long Answer Type Questions Question Bank at the end of each chapter Sample Papers for self test

**Groundwork of Skill Acquisition and Development** Jacob B. Oros, MIS, PMP, CISM, CTS,2023-11-02 Groundwork of Skill Acquisition and Development An Applied Approach creates a foundation for a successful skill acquisition development and transfer The first edition of the book is to guide skill acquisition counselor to assist individuals in developing the inherent potentials on the technology of skill development It is also a blueprint for students and teachers of higher learning cradles The material is targeted for bachelor s degree universities colleges and for entrepreneurs that want to understand the science of psychology of skill acquisition and development Written after ten years of continuous research on the subject matter of skill acquisition development and transfer The language is easy to understand meaningful and straight to the point Users are advised to look forward for the workbook coming soon

**The Handbook of Small Business Organization and Management** James M. Thompson,2006-12-29 THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT is an easy to read practical guide that covers the major errors made by small businesspersons as well as the major problems of small business organization and management Written by Dr James M Thompson whose training and experience covers a broad area including small business ownership law manufacturing and college teaching Dr Thompson received the Ph D degree from the University of Delaware in chemistry He has organized and managed two successful businesses has served with the judiciary for New Castle County Delaware worked as a manufacturing chemist and is presently serving as a college professor The author has sought to combine under one cover a variety of diverse information



all essential to organizing and successfully managing a small business and written in a fashion digestible to the entrepreneur. In writing THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT the author has focused upon the small manufacturer but the contents are not limited to this area. Much of the information is applicable to any small business operation. THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT is recommended for persons contemplating small business ownership as well as those already in business. Also the book could serve as introductory text for a course in small business ownership. THE HANDBOOK OF SMALL BUSINESS ORGANIZATION AND MANAGEMENT contains over 250 pages and 18 major chapters. Among them include: Why Businesses Fail, Proprietorship, Partnership or Corporation, How to Incorporate, How to Prepare the Business Proposal, Profiling and Surveying the Industry, Franchising, How to Finance the Business, Finding Sources of Equipment, Materials and Services for the Small Manufacturer, Selecting the Right Industrial Site, Business Taxes, Cost Analysis, Controlling Production and Inventory, Selling the Product, Collecting Bad Debts, How to Obtain a Trademark, The Uniform Product Code (UPC), The Accounting Procedure, The Accounting Records. Also Included are: A Standard Set of Corporation Bylaws, A Standard Certificate of Incorporation, An Agreement of Sales Representation, The Consignment Contract, The Corporation as a Tax Shelter, Sample Minutes of the First Meeting of the Corporation, A Sample Partnership Agreement, Sources of Good Business Ventures, Actual Cost Studies, Names and Addressees of Active Venture Capital Companies, Sample Business Profiles, Shipping Procedures, Business Check List, Tax Computation Procedures and much more.

## Reviewing **Formal Business Report Writing Examples**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Formal Business Report Writing Examples**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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