

1 Planning your business report

As in all writing, planning is vitally important. The key questions to ask yourself when planning a business report are:

- what is the purpose of this report
- who are the readers of this report
- what are the report's main messages
- how will the report be structured?

1.1 What is the purpose of this report?

Keep in mind that the purpose of a business report is generally to assist in decision making. Be sure you are clear on what decision is to be made and the role the report plays in this decision. It might be useful to consider the purpose in this way: *As a result of this report, my reader/s will ...*

For example:

As a result of this report, my reader/s will know:

- *how well our recycling programme is doing*
- *how to increase participation in it.*

1.2 Who are the readers of this report?

Consider the main reader/s, but also secondary readers. The main reader for the recycling report alluded to above is the director of the recycling programme. Secondary readers might be the facilities management team on campus, the finance team, etc.

Try to understand what the readers already know, what they need to know,

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ML Morrison



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Embracing the Melody of Appearance: An Mental Symphony within **Microsoft Report Writing Outline**

In a world eaten by monitors and the ceaseless chatter of instant conversation, the melodic beauty and emotional symphony developed by the written term frequently diminish in to the backdrop, eclipsed by the persistent noise and disturbances that permeate our lives. But, set within the pages of **Microsoft Report Writing Outline** an enchanting fictional value full of raw emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this captivating masterpiece conducts viewers on a psychological trip, skillfully unraveling the concealed tunes and profound influence resonating within each carefully crafted phrase. Within the depths of the moving evaluation, we shall explore the book is central harmonies, analyze its enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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