



## WRITING BUSINESS REPORTS

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### WHAT IS A BUSINESS REPORT AND HOW DO I WRITE ONE?

Business reports can take different forms. Generally, they are concise documents that first inform by summarizing and analyzing key facts and situations and then make recommendations to the person or group asking for the report. **One example**—four small county hospitals are no longer covering their expenses and are costing taxpayers dearly. Each operates very differently from the others. Some legislators think the least profitable hospitals should be closed while some taxpayers think all four should be consolidated into one regional administrative unit. An independent task force is considering all the feasible alternatives and will make a final recommendation to the county. You have been asked to write a report to this task force. You have an array of data collected from the hospitals as well as information about the communities they serve and available literature on hospital administration to draw from. Before writing this or any report, you must ask yourself two important questions:

1. **Who is my audience?** (In business, this is likely to be either your supervisors or clients, such as the task force above,<sup>1</sup> who will read your report.)
2. **What is my purpose?** (This is what your readers need to know to do their job.)

If you don't understand your audience and purpose, you are not likely to create a report that meets the needs of those who will be reading it.

**AUDIENCE:** In the example above, you must write your report as if you were writing not to your professor, but rather to the **task force members**. Who are they? Legislators? Nurses? Lawyers? Administrators? Taxpayers? All of these?

Whoever they are, you need to ask and answer the following: What do they already know before they read your report? What do you want them to know after they've read it? What are their backgrounds? What are their likely biases? How do they approach problems—for example, would certain kinds of information and terminology be understood by the medical staff but not by administrators? The medical staff would be familiar with information on risks and benefits of certain medications for certain patients, while administrators would be familiar with government regulations on Medicare reimbursement. Use information, explanations, and language familiar to your specific readers.

# How To Write Report Examples

**Judd E. Hollander**



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love you. You are a pure and kind hearted woman to everyone. 20 Examples Of Kairos Letters From Parents Dec 8, 2019 — Examples Of Kairos Letters From Parents Luxury Mother Wants Her sons to Know the Meaning Love so She | Letter to son, Kairos, Letters. Sample Letters Of Affirmation For Kairos Retreat Welcome to our literary globe! Below at our magazine, we know the power of a good Sample. Letters Of Affirmation For Kairos Retreat review. Dear JR (a letter to my brother while he is at Kairos-a Catholic ... Dec 2, 2015 — You should always be confident because you are always enough. You are more than enough and you are so special. I am blessed beyond belief to ... Dear Charlie Jan 12, 2013 — I'm touched and honored that your mom asked me to be one of the people to write you a letter for your retreat. I wasn't familiar with the Kairos ... Kairos Letter #1 - If Memory Serves - WordPress.com May 29, 2011 — “Fritz, you are someone who I've always looked up to...hands down. I admire your incredible attitude and sense of humor, and I really value our ... 23 Archimedes Cres, Tapping, WA 6065 Property data for 23 Archimedes Cres, Tapping, WA 6065. View sold price history for this house & median property prices for Tapping, WA 6065. 57 Archimedes Cres, Tapping, WA 6065 Property data for 57 Archimedes Cres, Tapping, WA 6065. View sold price history for this house & median property prices for Tapping, WA 6065. Advice about my archimedes\crescent outboard Jun 11, 2003 — A big clue might be from how it stops. If it just instantly stops firing then I'd guess electrics, if it runs rougher and can be kept alive for ... Archimedes Crescent, Tapping, WA | See property values ... See property values & sold/rent history for Archimedes Crescent, Tapping, WA. See Real Estate activity for Sales Prices, Rentals & street insights with ... 23 Archimedes Crescent, Tapping WA 6065 23 Archimedes Crescent, Tapping WA 6065 a 4 bedroom, 2 bathroom house sold for \$715000 on 2023-11-15T15:07:09.907. View listing details #2018843390 on ... 23 Archimedes Crescent, Tapping WA 6065 | Sold Oct 21, 2023 — View this 4 bedroom, 2 bathroom house at 23 Archimedes Crescent, Tapping, sold on 21 Oct 2023 by Nick Nesbitt at Harcourts Alliance. 57 Archimedes Crescent Tapping WA 6065 - Property Value Free property sold price and listing details for 57 Archimedes Crescent Tapping WA 6065 from Australia's property data experts. 57 properties on Archimedes Cres Tapping, WA 6065 Estimated values and sales history for 57 properties on Archimedes Cres, Tapping (WA). See photos and floorplans for every property on Archimedes Cres. 67 Archimedes Crescent, Tapping WA 6065 4 bedroom house for Sale at 67 Archimedes Crescent, Tapping WA 6065. View property photos, floor plans, local school catchments & lots more on Domain.com.au ... 38 Archimedes Crescent, Tapping, WA 6065 This gorgeous home is in a great location and features spacious living areas including a separate lounge room, games room and open plans meal area . All minor ...