

Part I

At some point during your academic or professional career, you may be required to write a report. Reports serve several functions. They may be used to communicate information within an organization upwards to senior management, downwards to staff, or externally to government regulators. They can also serve a persuasive role to get management motivated to take a desired action, support a project, or approve an investment decision. This handout will provide you with an outlined structure for writing reports. After reading this handout you should be able to

- Identify the purpose of a report and the needs of your audience
- Distinguish between informational and analytical reports
- Develop an effective report structure
- Decide on what language and level of detail is appropriate for your target audience
- Apply an appropriate degree of formality to your report
- Determine if the direct or indirect method is appropriate for your target audience
- Create headings, transitions, and graphics to enhance your report's readability

Preparing and Planning: the Audience and the Purpose

The first thing you must do when writing a report is determine why and for whom you are writing. You may be trying to relay requested information to your boss, or you may make an unsolicited proposal to a financial officer for an investment that will reduce cost. You may be asked to investigate an on-the-job accident, or you may have to explain why a project has fallen behind schedule. The purpose and audience of your report will determine the use of language, the degree of formality, the method of delivery, the structure, and the type of report.

For now, let's focus on the different types of reports. The most common types include

Periodic reports – communicate the activities of an ongoing operation at equal and regular intervals. For example, someone might write a quarterly sales report at a retail store.

Trip and conference reports – communicate experiences, details, and knowledge gained from attending activities outside of an organization. For example, an employee that spends a weekend attending a training seminar may be asked to communicate the experience to peers in an effort to share knowledge.

Progress reports - update management or a supervisor on the progress of a project or a process. Examples include reports that communicate the development of a building site or steps that are being taken to adhere to regulation.

Investigative reports – seek to find answers to predetermined questions. A sample report found in a separate handout, for example, answers the question “what is the relationship between the TSX Composite Index and the energy sector?”

How To Set Out A Business Report

Tess Bayley



How To Set Out A Business Report:

This book delves into How To Set Out A Business Report. How To Set Out A Business Report is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into How To Set Out A Business Report, encompassing both the fundamentals and more intricate discussions.

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

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describe how it feels station 4 straighten the chicken wing and hold it horizontally above the tray have your partner pull on each of the muscles and note the movement that each muscle causes turn the wing upside down and bend the joints pull on each muscle and note how the bones move 5a explain how pulling on muscles causes motion 5b

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the lab report will contain the sketch below labeled as instructed a completed version of the chicken wing dissection table answers to discussion questions a k and analysis questions 1 7 in complete sentences a thoroughly completed concluding paragraph joint b joint c joint a figure 1 draw a sketch and label before dissection make a

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chicken wing dissection how do the muscles bones and tendons work together to move a joint of a chicken wing and how do they compare to a human arm although many differences exist between the anatomy of humans and chickens one structure that shows similarities in muscle pairing and range of motion is a bird s wing

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conclusion 2 points 22 based upon your observations in this activity explain either how the chicken wing or the human arm moves using all the following terms in your answer brain muscles tendons bones joints you use the ball and socket joint the biceps will contract while the triceps extends the biceps will extends while the triceps

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