

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,

Microsoft Report Writing Outline

Lei Huang



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web step 1 wear the helmet goggles and gloves take the soda water bottles and cut one of them halfway through that should leave you with a wide mouth bottle and a regular bottle now take the regular bottle and attach a cone shaped piece of cardboard that you can cut out to the bottom of the bottle this will become the nose of the rocket

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laws of motion objective our objective is to try to get our bottle rocket to get the highest in the air prediction if we make our rocket lightweight and very aerodynamic then we will be able to have a good chance at

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web how do you make a bottle rocket that holds eggs apply the foam cover on the egg and put it inside the basket this will be your passenger now put the basket with the egg and the parachute attached in the half bottle and fit the cut end of the bottle under the mouth of the other bottle

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