

# ANALYSING A BUSINESS REPORT

Here is an example of a business report question from the 2001 HSC exam. There is a sample answer with comments on the following pages.

## Question:

In your answer, you will be assessed on how well you:

- use your knowledge and **the information provided**
- communicate using relevant business terminology and concepts
- present a logical, well-structured answer to the question in the form of a business report

These are the broad assessment criteria. The best answers not only include your own detailed knowledge, but make links between it and **the information provided**.

If the question gives you information about the business like this, it is usually for a reason. You should underline or circle important words like these and think about how you could comment on them in your report.

You need to know your work well! E-commerce is buying and selling over the Internet and requires a business to set up a website, online payment facilities and distribution channels for getting the products purchased to the customer.

For the **major headings** you could then make up **sub-headings** which cover each point or issue you are going to explain.

**Funding Options for E-commerce Proposal**

1. **Owners' Equity or Retained Profits**
2. **Bank Loan**
3. **Leasing**
4. **Overdraft**

It's a good idea to spend 5 minutes at the start planning your report in this way.

'Taking the fast lane to successes is a goal of a business called Spatial Internet. This **information technology business** has been operating as a **partnership** for two years and has achieved rapid growth.'

It is now finding the competition stronger, **threatening its market share**. The business has another **problem in retaining its mostly young, highly educated and mobile staff**.

Spatial Internet wants to expand into **e-commerce**.

The question always gives you hints which steer you in a certain direction in terms of what to write about. You could reasonably assume that an information technology business would sell products such as internet connection facilities, computing packages and other accessories.

What could you make from these points?

- Young staff may want flexible working conditions
- being highly educated they are very employable, in demand and could leave if they do not like working for Spatial Internet.

So to achieve effective employment relationships what strategies could be used to address these issues?

This part of the question is a great place to look for phrases that you can use as the major headings of your report. A basic report structure could be built out of these:

*Situational Analysis (which all reports have - sometimes called an Executive Summary)*

*Funding Options for E-commerce Proposal*

*Managing Change Strategies*

*Achieving Effective Employment Relations*

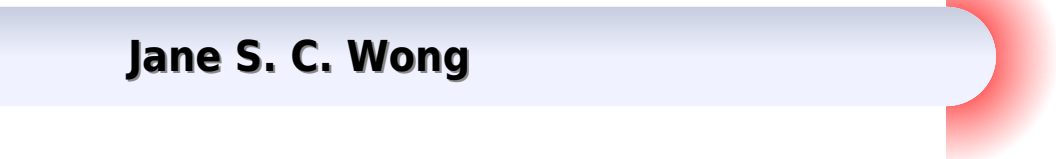
*Achieving Effective Social Responsibility*

*Report Summary (in other words a conclusion)*

Make sure you highlight or circle the **directive word** in the question - are you being asked to **explain**, analyse, evaluate etc. **Explain** requires you to make the relationships between things evident, providing how and/or why.

# Business Report Guide

**Jane S. C. Wong**



## **Business Report Guide:**

**Business Report Guides** Dorinda Clippinger, 2019-01-16 This book offers tactics for creating business plans as well as research reports Readers will find guides for planning research projects writing proposals identifying major findings drawing conclusions and using them to recommend appropriate actions along with citing sources numbering pages and displaying visuals The book examines business plans why entrepreneurs need them the objectives and contents of business plans and how to guides for each part Business Report Guides can be your go to source for years to come Reading through it in a couple of hours you can gain information for immediate use Keep it handy and refer to it often when reporting research or when planning a new business or altering an existing one *A Student's Guide to Writing Business Reports* Zoë Robinson, Stuart Pedley-Smith, 2010 Written by Kaplan's own Zoe Robinson and Stuart Pedley Smith this essential guide is designed for anyone who needs to write a professional report Taking a practical approach with lots of exercises covering the structure of different types of report and drawing out the differences between reports and other business documents this guide will give you the skills required to present a professional report This book will be aimed at undergraduates people who need to write reports as a key part of their day job or those who simply need to pass the final part of their professional exams

*Guide to Report Writing* Michael Netzley, Craig Snow, 2001 This concise practical book is written for you if your professional success is linked to the quality of the reports you produce You will learn how to Manage data minimize discomfort and master the report writing process Assure that your reports get read understood and acted on rather than contributing to information overload Develop a communication strategy that enables you to design reports to meet the needs of diverse readers and decision makers Write reports that are clear high in skim value and rich in content value Follow a sound approach to report writing so you will avoid procrastination and use your time productively Allow your readers to find it a pleasure rather than a struggle to read your reports Convey your ideas so clearly and persuasively that you gain recognition and influence within your organization Like all the books in the Prentice Hall Guides to Advanced Business Communications series this book is Brief summarizes key ideas only Practical offers clear straightforward tools you can use Reader friendly provides easy to skim format 2100 Business Books, and Guide to Business Literature Newark Public Library. Business Branch, 1920

**Resources in Vocational Education**, 1977 Generating the First Business Report Jane S. C. Wong, 2010 *Willing's Press Guide*, 1926 Coverage of publications outside the UK and in non English languages expands steadily until in 1991 it occupies enough of the Guide to require publication in parts Resources in Education, 1977 **Willing's Press Guide and Advertisers' Directory and Handbook**, 1904 How to Write an A+ Business Report Henry H. Beam, 1990 Learn How To Write A Business Report Scott Derek, 2021-03-16 Learn How To Write A Business Report is essential reading for achieving effective writing techniques Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business and this book provides practical

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