

Business reports

Reports describe, analyse, and investigate a situation for a particular audience. They have a formal structure and common sub-sections.

Business reports are a type of assignment in which you analyse a situation or problem (either a real situation or a case study) and apply business theories to produce a range of suggestions for improvement.

Business reports are typically assigned to enable you to:

- Examine available and potential solutions to a problem, situation, or issue.
- Apply business and management theory to a practical situation.
- Demonstrate your analytical, reasoning, and evaluation skills in identifying and weighing-up possible solutions and outcomes.
- Reach conclusions about a problem or issue.
- Provide recommendations for future action.
- Show concise and clear communication skills.

Remember that with business reports, typically, there is no single correct answer but several solutions, each with their own costs and benefits to an organisation. It is these costs and benefits which you need to identify and weigh up in your report.

Further, when writing the report, you need to consider the **audience** you are writing for: is it the CEO or will the report be available to all staff concerned? It is vital that you ensure an appropriate level of formality, sensitivity, fairness, and objectivity. Also, be mindful of the audience when writing recommendations. For example, your manager may not be able to influence company policies.

General format of a business report

Check your assignment instructions regarding which sections you need in your report. Also determine whether you are writing an inductive or deductive report (see page 3).

- 1 Letter or memo to the client
- 2 Title Page
- 3 Executive Summary
- 4 Table of Contents (if required by your lecturer)
- 5 Introduction
- 6 Discussion
- 7 Conclusions
- 8 Recommendations
- 8 References
- 10 Appendices (if required)

There are conventions relating to what goes into each section. The purpose of these conventions is to save the reader's time. If the reader just wants to know what your key findings are, they can turn immediately to the Executive Summary or the Conclusions section.

Business Writing Report Writing

Raymond V. Lesikar



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Report Writing for Business Raymond Vincent Lesikar,1981 Effective Business Report Writing Leland Brown,1973

Contemporary Business Report Writing Shirley Kuiper,2005 CONTEMPORARY BUSINESS REPORT WRITING guides readers step by step through the process of creating business reports such as a feasibility studies business plans and employee manuals Starting with writing fundamentals readers work through the processes of planning and conducting research then drafting revising editing and producing a simple report Once readers master report preparation and writing the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports *Report Writing for Business* Raymond Vincent Lesikar,John D. Petit, Jr.,1995 Here s the most practical approach you ll find to report writing This popular guide presents report writing as consisting of universal steps that help reasers break down each project into manageable components defining the probem collecting the facts organizing the information constructing the report and writing it all up Light on theory heavy on practical guidelines and tips no wonder this guide has had a host of loyal followers through ten successful editions **Report Writing for Business** Raymond V. Lesikar,1973 **Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports ,** **Report Writing for Business** Raymond Vincent Lesikar,John D. Pettit,1998 Report Writing for Business is a concise text presenting methods to use to research and construct effective business reports *Writing Business Research Reports* Matthew Rehart,2021-05-13 A useful handbook this text presents guidelines frequently followed by writers of reports of empirical research designed for publication in scientific business journals The guidelines describe the types of information that should be included how this information should be expressed and where various types of information should be placed within a report Excerpts from journal articles are used to illustrate most of the guidelines At the end of each chapter there are questions for classroom discussion Write for Business Michael Doherty, Lee Knapp, Susan Swift,1987 *Professional Report Writing* Simon Mort,1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind *Business Communication And Report Writing* G. S. R. K. Babu Rao,2003 **The Fundamentals of Business Writing:** Claudine L. Boros,Leslie Louis Boros,2012-04-02 to follow **Guide to Report Writing** Michael Netzey,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

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