

Centre for Teaching and Learning

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.

Report Writing Business

Rachel S Tattersall



Report Writing Business:

Unveiling the Power of Verbal Art: An Psychological Sojourn through **Report Writing Business**

In a global inundated with screens and the cacophony of instantaneous communication, the profound energy and mental resonance of verbal art frequently diminish into obscurity, eclipsed by the constant assault of noise and distractions. Yet, located within the lyrical pages of **Report Writing Business**, a interesting function of fictional splendor that pulses with fresh emotions, lies an remarkable trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, that mesmerizing opus instructions viewers on a psychological odyssey, lightly exposing the latent potential and profound affect embedded within the intricate internet of language. Within the heart-wrenching expanse of the evocative examination, we will embark upon an introspective exploration of the book is main styles, dissect their captivating publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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