

## 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?”

# Report Writing Business

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**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, 1981 **Effective Business Report Writing** Leland Brown, 1973 *Guide to Report Writing* Michael Netzley, 2011 **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 *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 **Business Report Guides** Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career *Report Writing for Business* Raymond V. Lesikar, 1973 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

*Business Communication And Report Writing* G. S. R. K. Babu Rao,2003

*Report Writing* Michelle Reid,2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style

*The Secrets of Successful Business Report Writing* Clive T. Goodworth,1991-01 One of a series on the secrets of success this book provides a guide to business report writing covering the introduction the body of the report conclusions and recommendations on achieving the final professional touch It also includes many examples of aspects of reports

**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

**Effective Business Report Writing** Leland Brown,1963

**Business Report Writing** Joel P. Bowman,Bernadine P. Branchaw,1988-01-01

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[Planning and Organizing Business Reports](#) Dorinda Clippinger,2016-07-08 This book emphasizes the importance of planning reports to ensure they do what you the writer or presenter want them to do Inside the reader will discover useful information to make reports more effective including the steps involved to plan written and oral report presentations for individuals as well as teams models for ethical reporting exclusive tips for preparing webinars well thought out steps for preparing a research proposal and so much more Numerous examples helpful illustrations and a concise writing style let you acquire vital information rapidly and each chapter ends with a convenient checklist In *Planning and Organizing Business Reports* you have a how to guide for the various types of reports you will need to generate throughout your career

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## **Table of Contents Report Writing Business**

1. Understanding the eBook Report Writing Business
  - The Rise of Digital Reading Report Writing Business
  - Advantages of eBooks Over Traditional Books
2. Identifying Report Writing Business
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Report Writing Business
  - User-Friendly Interface
4. Exploring eBook Recommendations from Report Writing Business
  - Personalized Recommendations
  - Report Writing Business User Reviews and Ratings
  - Report Writing Business and Bestseller Lists
5. Accessing Report Writing Business Free and Paid eBooks
  - Report Writing Business Public Domain eBooks
  - Report Writing Business eBook Subscription Services
  - Report Writing Business Budget-Friendly Options
6. Navigating Report Writing Business eBook Formats

- ePub, PDF, MOBI, and More
- Report Writing Business Compatibility with Devices
- Report Writing Business Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Report Writing Business
  - Highlighting and Note-Taking Report Writing Business
  - Interactive Elements Report Writing Business
- 8. Staying Engaged with Report Writing Business
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Report Writing Business
- 9. Balancing eBooks and Physical Books Report Writing Business
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Report Writing Business
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Report Writing Business
  - Setting Reading Goals Report Writing Business
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Report Writing Business
  - Fact-Checking eBook Content of Report Writing Business
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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of their

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