

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?”

Modern Business Report Writing

Raymond Vincent Lesikar



Modern Business Report Writing:

Contemporary Business Report Writing Shirley Kuiper, Gary F. Kohut, 1999 This text takes a developmental process approach to the crafting of various business reports with the idea that business reports from basic reports to feasibility studies business plans and employee manuals are vital tools in business decision making Beginning with the fundamentals of writing students are taken through the process of drafting revising editing and producing simple reports as well as planning and conducting research which culminates in a well prepared report Once report preparation and writing is mastered presentation techniques and skills are discussed so students learn to effectively communicate the information contained in their reports

Modern Business English Adolph Charles Babenroth, 1925

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Salvatore J. Iacone, 1985-01-01 *Contemporary Business Reports* Varner, Pomerence, 1998-08 *Report Writing for*

Business Raymond Vincent Lesikar, 1977 *Business Books* Newark Public Library. Business Branch, 1927 Personnel

Literature United States. Office of Personnel Management. Library, 1985 Modern Business: Business correspondence

, 1921 **REPORT WRITING SKILLS FOR THE YOUNG PROFESSIONALS** A V Ram Mohan, 2025-07-19 This book is an ideal inclusion in the tool kit of every aspiring young corporate executive or rookie management consultant The book is a primer for developing and honing one's skills in effective report writing This fills a vacuum at a basic level providing a step by step approach to report writing After giving the reader a helicopter view of the subject the book dives deep down to familiarise and educate the reader on the detailed nuances of the subject It is indeed commendable that the author has treated the entire spectrum of the subject with attention to even some of the basic aspects probably considered unimportant or marginal by some T R Rajan an early alumnus of IIMA with several decades of consulting and advisory work experience in India A very useful guide from an experienced author sharing his long years of report writing experiences The concept of report writing in the present context of ChatGpt and other artificial intelligence software has not diminished the importance of a well written report The author has systematically explained all the key steps in the art of communication A must read by all aspiring professionals in every sphere Tilak Shankar CEO Management Solutions Mr Shankar has done many impactful consulting assignments at the top management level his current focus is on improving the healthcare sector in India Clear concise reports form the foundation of managerial decision making Whether presenting financial updates strategic analyses or performance reviews strong writing skills are not just desirable they are essential Ram Mohan offers step by step techniques to distill complex information and communicate it with clarity and confidence From understanding the audience to mastering data presentation this book is a valuable resource for both new and experienced managers It looks to ensure that managerial reports are not written to be filed and forgotten but more importantly understood and acted upon Dr Sudhir Krishnamurthy former Vice President at the World Bank and head of investment company managing money for several clients in the US A practical set of ideas that could improve one's report writing skills Packed with smart and stimulating

thoughts Sridhar Ganesh former group HR Director in large Indian and Multinational companies **BUSINESS COMMUNICATION** DUTTA, SUPARNA, 2013-09-03 In a knowledge based economy the ability to communicate information in clear and concise terms is becoming more critical This book on Business Communication is intended to meet the demand for students who are trained to communicate effectively in the current globalized context It provides readers a comprehensive view of communication its scope and importance in business Besides this the text develops an awareness of the importance of succinct written expression in modern business communication This book covers a number of key business communication topics that aim to develop specific skills and competencies Communication process To gain an understanding of communication as a socio cultural process Intercultural communication skills To know important factors while communicating with audiences of diverse backgrounds in the global business professional and political environment Letter writing skills To convey the message precisely through letters memos or emails paying attention to the writer s objectives the readers needs the reader writer relationship and the context Listening skills To become an effective listener to develop new ideas options and goals Presentation skills To become more effective speakers and deliver persuasive presentations Report writing skills To understand the fundamentals of the report writing process and develop the critical skills necessary to produce convincing written reports The book will be of immense use to the students of management animation and multimedia engineering science media studies journalism and related fields of study Besides this the professionals managers advertising marketing and public relations executives businessmen and HR experts will also find it extremely useful

Ronograph Series: Report writing ,1924 *Communication Skills for Engineers* Sunita Mishra,C. Muralikrishna,2011 The new second edition of Communication Skills for Engineers brings in a sound understanding and insight into the dynamics of communication in all spheres of life interpersonal social and professional The book hinges on the premise that effective communication is an outcome of using the right combination of skills alongside an appropriate attitude Publisher s description Effective Business Communication M.V. Rodriques,1992 *English Communication (For AECC Course, Delhi University)* Khanna Pooja, As per the guidelines of Choice Based Credit System CBCS for all Central Universities including the University of Delhi and written specifically for the Ability Enhancement Compulsory Course AECC in English the book introduces students to the theory fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal social and professional interactions With minimal textual emphasis and optimal use of practice exercises an effort has been made to make learning a pleasure for the students While some sections have been included from theoretical point of view several passages have been introduced to expose the reader to more interesting materials KEY FEATURES Easy language Equal emphasis on theory and practice Interactive worksheets incorporated to improve communication skills Equips students to tackle the problem areas in reading and comprehension **General Register** University of Michigan,1927 Announcements for the following year included in some vols Proceedings,

Abstracts of Lectures and a Brief Report of the Discussions of the National Teachers' Association, the National Association of School Superintendents and the American Normal School Association National Education Association of the United States, 1907 **Business Writing** Bianca Harrington, AI, 2025-02-28 Business Writing argues that effective professional communication is a core driver of corporate success It s not just about writing well it s about strategically aligning communication with business objectives Poor communication can lead to costly errors and damaged relationships while a strategic approach cultivates trust and enhances efficiency For example a well crafted proposal can secure a key client demonstrating the direct impact of writing on the bottom line This book provides a framework for mastering business communication covering clear and concise writing audience analysis and document formatting Rather than offering piecemeal advice it emphasizes developing a holistic strategy to improve performance across all levels The chapters progress from fundamental principles to specific document types such as reports and emails concluding with ethical considerations Real world examples and exercises reinforce key concepts making it a practical guide for improving your business writing skills **Catholic Women's Rhetoric in the United States** Elizabeth A. Wright, Christina R. Pinkston, 2022-01-28 Building on various feminist theories of ethos the authors in this collection explore how North American Catholic women from various periods races ethnicities sexualities and classes have used elements of the group s positionality to make change The women considered in the book range from the earliest Catholic sisters who arrived in the United States to women who held the Church hierarchy accountable for the sexual abuse scandals The book analyzes women such as those in an African American order who developed an ethos that would resist racism Chapters also consider better known Catholic women such as Dolores Huertas Mary Daly and Joan Chittister *Resources in Education* , 1992-10 **School Hygiene** , 1913

The Top Books of the Year Modern Business Report Writing The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Modern Business Report Writing : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Modern Business Report Writing : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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