

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

Simon Mort



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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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