

Writing a Business Report

Writing Centre Learning Guide

Overview

1. **Start your report with the main point.** Why is this report important? Why was it requested? What has it found?
2. **Organise your content.** Divide your information to blocks of topics.
3. **Give each block a title/heading.**
4. **Begin each block with the main point.** If your heading is a question, your first sentence should be the answer.
5. **Use detail, examples, data.** Back up each main point with specific information and/or numbers from your research.
6. **Give a recommendation.** Call for action and point the way ahead. What should your client do next?

Structure

1. **Title Page:** Title of your report, your name, student number and your course.
2. **Table of Contents:** include headings, subheadings and page numbers
3. **Executive summary:** Summarises your whole report, and gives your reader a clear idea of what your report says, without needing to read it. Start with the report's purpose, then give your scope, main points, and a summary of your findings and recommendations.
4. **Introduction:** summarises the issue or problem, its background and context, why it matters, why you're looking into it and the scope of the task. You can also introduce your approach and explain your methodology in finding and sorting data.
5. **Literature Review:** Some reports require extra readings on the topic. This is where you research peer-reviewed articles about the problem to let your client know what the literature says.
6. **Method:** Explain how you did the research. Did you interview teenagers on consumer behavior? Did you give a survey out to 50 teenagers, and based your report on these results? Did you investigate the market trends affecting teenagers in the past 20 years? In this section you should show numbers, graphs, charts and tables with your data.
This section may include:
 - the type of research design, e.g. qualitative or quantitative?
 - sampling procedure, e.g. did you use probability sampling or non-probability sampling techniques and why?
 - data collection procedure, e.g. how was the data/information collected? Did you do face-to-face interviews? What are the sources of your information and why did you choose them?

Examples Of Report Structure

Laura Caulfield, Jane Hill



Examples Of Report Structure:

Technical Report Aeronautical Research Council (Great Britain),1924 Includes its Reports which are also issued separately **Technical Report of the Aeronautical Research Committee for the Year ...** ,1924 *Criminological Research for Beginners* Laura Caulfield,Jane Hill,2014-04-03 *Criminological Research for Beginners* is a comprehensive and engaging guide to research methods in Criminology Written specifically for undergraduate students and novice researchers this book has been designed as a practical guide to planning conducting and reporting research in the subject By first inviting readers to consider the importance of criminological research the book places related methodology firmly in the context of students broader study of Criminology before moving on to provide a detailed guide to the practical processes of research It is common for Criminology undergraduates to feel intimidated at the prospect of conducting their own research and these students typically struggle to see the relevance of research methods to their own studies This book speaks directly to the needs of such students and includes contemporary examples and case studies that bring a topic that is often thought of as dry to life providing a thorough and accessible practical guide that students can return to at each stage of their research all the way through to their dissertation This book covers an examination of the theoretical political and ethical debates in criminological research a complete guide to planning criminological research assisting student researchers in identifying their research questions choosing their research methods and critiquing the available literature guidance on the practicalities and processes of collecting data a discussion of the process of analysing data and writing up research Including an extensive glossary and an integrated companion website with extra examples exercises and videos to further develop students understanding this book is essential reading for any undergraduate on a Criminological Research Methods course or for anyone in need of practical guidance on any or every of the various stages involved in conducting thorough and effective criminological research *Study Skills for Students with Dyslexia* Sandra Hargreaves,Jamie Crabb,2016-05-17 Do you want to improve your study skills Packed full of advice on topics including note taking essay writing reading strategies and exam techniques *Study Skills for Students with Dyslexia* is an essential read for students with dyslexia and other Specific Learning Differences SpLDs in further and higher education The guidance and tools provided help you organise and plan your work improve your skills and boost your confidence so you succeed throughout your studies The new edition contains A new chapter on critical thinking giving you confidence in analysing information and expressing an argument A new chapter on how to make the most of lectures to ensure you re maximising your learning opportunities The latest IT and software references including links to online assistive technologies A toolkit of downloadable resources to help you plan and study with ease including templates planners tasks and activities and toolsheets This edition also comes with a fully editable digital download of the book so you can access it in your preferred reading format Practical and interactive this book motivates inspires and guides you through all your studies The Student Success series are essential guides for students of all levels

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Evaluation Theory, Models, and Applications Daniel L. Stufflebeam, Chris L. S. Coryn, 2014-09-26 The golden standard evaluation reference text Now in its second edition Evaluation Theory Models and Applications is the vital text on evaluation models perfect for classroom use as a textbook and as a professional evaluation reference The book begins with an overview of the evaluation field and program evaluation standards and proceeds to cover the most widely used evaluation approaches With new evaluation designs and the inclusion of the latest literature from the field this Second Edition is an essential update for professionals and students who want to stay current Understanding and choosing evaluation approaches is critical to many professions and Evaluation Theory Models and Applications Second Edition is the benchmark evaluation guide Authors Daniel L Stufflebeam and Chris L S Coryn widely considered experts in the evaluation field introduce and describe 23 program evaluation approaches including new to this edition transformative evaluation participatory evaluation consumer feedback and meta analysis Evaluation Theory Models and Applications Second Edition facilitates the process of planning conducting and assessing program evaluations The highlighted evaluation approaches include Experimental and quasi experimental design evaluations Daniel L Stufflebeam s CIPP Model Michael Scriven s Consumer Oriented Evaluation Michael Patton s Utilization Focused Evaluation Robert Stake s Responsive Stakeholder Centered Evaluation Case Study Evaluation Key readings listed at the end of each chapter direct readers to the most important references for each topic Learning objectives review questions student exercises and instructor support materials complete the collection of tools Choosing from evaluation approaches can be an overwhelming process but Evaluation Theory Models and Applications Second Edition updates the core evaluation concepts with the latest research making this complex field accessible in just one book *Report of the Bureau of Mines* Ontario. Bureau of Mines, 1896 *Report on Salt Water Barrier Below Confluence of Sacramento and San Joaquin Rivers, California* Walker R. Young, 1929 **Report** Ontario. Department of Mines, 1896

Automating Knowledge Acquisition for Expert Systems Sandra Marcus, 2013-03-08 In June of 1983 our expert systems research group at Carnegie Mellon University began to work actively on automating knowledge acquisition for expert systems In the last five years we have developed several tools under the pressure and influence of building expert systems for business and industry These tools include the five described in chapters 2 through 6 MORE MOLE SALT KNACK and SIZZLE One experiment conducted jointly by developers at Digital Equipment Corporation the Soar research group at Carnegie Mellon and members of our group explored automation of knowledge acquisition and code development for XCON also known as R1 a production level expert system for configuring DEC computer systems This work influenced the development of RIME a programming methodology developed at Digital which is the subject of chapter 7 This book describes the principles that guided our work looks in detail at the design and operation of each tool or methodology and reports some

lessons learned from the enterprise of the work brought out in the introductory chapter is A common theme that much power can be gained by understanding the roles that domain knowledge plays in problem solving Each tool can exploit such an understanding because it focuses on a well defined problem solving method used by the expert systems it builds Each tool chapter describes the basic problem solving method assumed by the tool and the leverage provided by committing to the method

Administration Procedures for Higher Secretarial Diplomas Lesley Jefferson, Sue Sealy, 1999 This textbook covers the next level in administration after the Diploma in Administration and Secretarial Procedures It provides the underpinning knowledge for the higher diploma in Administrative Procedures qualification offered by RSA with up to date information in this area

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Compilation from the Annual Reports of the Superintendent of Public Instruction of the State of Michigan Michigan. Department of Public Instruction, 1889

Hokkaidō Teikoku Daigaku Rigakubu Kiyō, 1930

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 - Chapter 2: Essential Elements of Examples Of Report Structure
 - Chapter 3: Examples Of Report Structure in Everyday Life
 - Chapter 4: Examples Of Report Structure in Specific Contexts
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6. In chapter 5, this book will draw a conclusion about Examples Of Report Structure. The final chapter will summarize the key points that have been discussed throughout the book.

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