

Parts of an Unbound Business Report

The diagram illustrates the layout of an unbound business report. A vertical line on the left represents the spine of the report. To the right of this line, the report's content is organized into sections. A pink arrow labeled 'Title' points to the title 'EFFECTIVE COMMUNICATORS' at the top. Below the title, a pink arrow labeled 'Report body' points to the main text. To the left of the main text, a pink arrow labeled 'Side heading' points to the section headings: 'Patrick Henry', 'Nathan Hale', and 'Abraham Lincoln'. The main text is divided into paragraphs, each starting with a section heading and followed by a paragraph of text. The text is formatted with a 2-inch top margin, a 1-inch left margin, a 1-inch right margin, and a 1-inch bottom margin. The text is as follows:

EFFECTIVE COMMUNICATORS

Communication is the thread that binds our society together. Effective communicators are able to use the thread (communication skills) to shape the future. To be an effective communicator, one must know how to put words together that communicate thoughts, ideas, and feelings. These thoughts, ideas, and feelings are then expressed in writing or delivered orally. Some individuals are immortalized because of their ability to put words together. A few examples of those who have been immortalized are Patrick Henry, Nathan Hale, and Abraham Lincoln.

Patrick Henry

Words move people to action. Patrick Henry's words ("I know not what course others may take, but as for me, give me liberty or give me death!") helped bring about the Revolutionary War in 1775.

Nathan Hale

Words show an individual's commitment. Who can question Nathan Hale's commitment when he said, "I only regret that I have but one life to lose for my country."

Abraham Lincoln

Words can inspire. The Gettysburg Address (Abraham Lincoln, 1863) inspired the Union to carry on its cause. Today many Americans, still inspired by Lincoln's words, have memorized at least part of his address. "Four score and seven years ago, our fathers brought forth on this continent a new nation, . . . dedicated to the proposition that all men are created equal. . . ."

2" Top Margin
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Example Of Unbound Report

Wolfgang Guggemos



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