

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?

Formal Business Report Structure

P. D. Chaturvedi



Formal Business Report Structure:

Business Communication: Concepts, Cases, and Applications P. D. Chaturvedi, 2011 The second edition of Business Communication Concepts Cases and Applications builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader Business Report University of Minnesota. School of Business Administration, 1961

ENGLISH FOR BUSINESS COMMUNICATION Ifeoluwapo Wumi, 2025-03-27 English For Business Communication Mastering professional Communication for Career Success is a comprehensive resource designed to help professionals entrepreneurs and students enhance their communication skills in the business world From writing compelling emails and persuasive business proposals to delivering impactful presentations and handling negotiations this book covers all aspects of effective business communication With real life case studies practical exercises and step by step guidance this book equips you with the tools to communicate clearly confidently and persuasively Whether you re managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence *The Art of Professional Communication* Daniel Plung, 2024-07-26 Going beyond the mechanics of professional communication this book combines insights into the overlooked implicit demands of corporate communication challenges with the proven strategies and techniques that distinguish professionals as capable communicators and candidates for promotion The practical strategies offered in this book represent professional communication principles filtered through the lens of the author s 40 year career that enabled him to rise from an initial assignment as a technical editor to positions of senior management directing large diverse business and technical organizations Here he has collected into one resource the reasoned and disciplined decision making processes tools and techniques essential to craft communications precisely attuned to the explicit and implicit expectations of each assignment and supported by a structure and presentation logic that delivers a totally responsive and accurately targeted product This is an essential guide for all levels of professionals who recognize the need to distinguish themselves within a highly competitive career environment Business professionals and instructors in corporate training programs supervisors and managers and students in professional communication programs will welcome this deep dive into the real world challenges and opportunities in professional communication and the role effective communication plays in career advancement *English for Business Communication* Mable Chan, 2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English Based on up to date research in business communication and incorporating an international range of real world authentic texts this book deals with the realities of communication in business today Key features of this book include use of English in social media that reflects recent trends in business

communication coverage of the concept of communicative competence analysis of email communication introduction to informal English and English for socialisation as well as goodwill messages such as thank you or appreciation messages which are a part of everyday interaction in the workplace examination of persuasive messages and ways to understand such messages an e resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting Study Skills for International Postgraduates Martin Davies,2011-08-25 Destined to become a life saver for international students everywhere this book provides clear comprehensive guidance for students embarking on postgraduate study at a western university Helping to maximise your chances of academic success topics include challenges such as critical thinking research writing and speaking skills *The World Book Complete Word Power Library* World Book Encyclopedia, inc,1981 These volumes have been developed specifically to help you increase your overall ability to use words Word Power the collection of skills and techniques that enable a person to communicate effectively is perhaps the most vital area for personal growth that you will ever encounter **Writing at Work** J. Stephen Russell,1985 **Basic Business Communication** Raymond Vincent Lesikar,Marie Elizabeth Flatley,2002 *Effective Business Communication* Jennifer MacLennan,1999 **Report Writing for Business and Industry** Steven Golen,C. Glenn Pearce,Ross Figgins,1985 **Effective Business Writing** Jennifer MacLennan,1995 **Technology and Problem-based Learning** Lorna Uden,2006-01-01 This book is aimed at educators who may be considering introducing problem based learning and need to know what it involves its benefits and the practical details of how to implement it Provided by publisher *Over 300 Successful Business Letters for All Occasions* Alan Bond,1998 Hundreds of model letters you can adapt and personalize for your own correspondence needs *Writing Communications in Business and Industry* Nelda R. Lawrence,Elizabeth Tebeaux,1982 *Business Communications* Flora Reia,1987 *Contemporary Business Communication* Scot Ober,2000-05-09 Students don t have to be convinced of the need for competent communication skills By the time they enter business communication classes students know enough about the business environment to appreciate the critical role communication plays in the contemporary organization they re also aware of the role communication will play in helping them secure an internship or get a job and be successful at work To sustain this inherent interest students need a textbook that is current fast paced and interesting just like business itself Thus a major objective of the book is to present comprehensive coverage of real world concepts in an interesting and lively manner This edition has been extensively revised to provide students with the skills they need to communicate effectively in the complex and ever changing contemporary work environment The revision was based on helpful feedback received from the current users around the country and indeed around the English speaking world changes in the discipline and especially changes in the workplace itself The

following discussion highlights the features of this complete learning and teaching system Business communication in context technology centered Work team communication Spotlights on contemporary issues The 3Ps problem process and product model Annotated models and checklists basic skills first Unprecedented instructor support Additional student support materials Pref **Pulp and Paper Magazine of Canada** ,1925 **Business Communication at Work** Marilyn L. Satterwhite, Judith Olson-Sutton, 2003 Business Communication at Work 2e by Satterwhite is a newly revised 18 chapter four color text that provides more writing activities more examples more technology and more instructor support than any other text of its kind Students learn to develop effective sentences and paragraphs to compose letters memos news releases and reports *Study Guide [to Accompany] Excellence in Business Communication, 6th Ed.*, John V. Thill, Courtland L. Bovée William J. Wardrope, 2005

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