



PURPOSE OF BUSINESS REPORTS

A business report conveys information to assist in business decision-making. The business report is the medium in which to present this information. Some reports might present the actual solution to solve a business problem; other reports might record past business information that is used toward future business planning. More traditional reports, such as Business Plans, serve to communicate the Business Concept, business management model, commercial objectives, operational procedures and the perceived viability of the enterprise. Many people consider business reports as dry, uninteresting documents which take a great deal of time and effort to prepare. The reality is that they are an essential part of doing business and one's ability to be proficient in this area is critical to the ability to pursue commercial success (McCarthy 1979; Ronstadt 1984; Thompson 2003c).

Although much of the research and analysis that supports the business report is derived from a systematic process, the actual preparation of the report is more reliant on art than on a proven business template. Although for most business reports templates are readily available, they are only a guide and the reports needs to be developed to best fit their intended application. In order for the reader to have a clear understanding of why a report is written, a written purpose theme must exist through the report. This theme could be represented as either a statement or a question. In generating a business report, the following steps should be considered:

- Determine the scope (purpose) of the report.
- Consider the target audience (readers).
- Gather and organise the supporting information (research).
- Analyse, and weigh the supporting information.
- Determine the solution, findings and/or recommendations, and
- Determine the report format.

Good Report Examples

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Good Report Examples:

Helping Students Write the Best Research Reports Ever Lois Laase, Joan Clemmons, 1998 Easy mini lessons strategies and creative formats to make research manageable and fun *How to Write Psychology Research Reports & Essays* Bruce Findlay, 2014-09-01 How to Write Psychology Research Reports and Essays 7e is endorsed by the Australian Psychological Society and is a useful reference to the strict guidelines required by the APS and the APA American Psychological Association styles A student who grasps these concepts and learns the conventions will have a sound basis for presenting research in a professional manner and writing well argued essays so that the later step of writing for publication should be an easier one to take

Essentials of Psychological Assessment Supervision A. Jordan Wright, 2019-09-23 The only pocket size reference on supervising psychological testing and assessment In 2014 the American Psychological Association APA adopted a set of guidelines for clinical supervision for health service psychology While technically covered by these guidelines supervising clinical psychological assessment includes additional tasks such as ensuring accurate administration scoring and interpretation of tests and tensions Supervisors must often instruct supervisees on the data integration process which can involve more direct teaching than standard clinical supervision while encompassing the same interpersonal therapeutic and less structured guiding aspects as psychotherapy supervision It is increasingly common to view clinical supervision in the assessment process and supervision of psychotherapy as two significantly different tasks Surprisingly there is very little training and guidance available on appropriate effective and beneficial methods of psychological assessment supervision Essentials of Psychological Assessment Supervision seeks to remedy the lack of literature in this area offering guidance on supervising psychological testing and assessment This much needed guide provides supervisors with authoritative up to date information on guidelines relevant to assessment supervision Additionally detailed coverage of supervision of cognitive personality emotional psychoeducational neuropsychological forensic and therapeutic assessments among others provide supervisors with guidance and structure in the supervision process Focusing on practical application this book offers guidance on topics such as assessment models appropriate in different areas of assessment diversity issues evaluation and feedback of supervisee performance and ethical legal and regulatory considerations relevant in each assessment context An invaluable resource for practitioners this book Offers practical advice on supervising a wide range of clinical psychological assessments Includes contributions from experts in their respective subfields Provides guidance on incorporating new American Psychological Association APA and Society for Personality Assessment SPA guidelines into the supervision process Fills an urgent need for an up to date reference on assessment supervision Essentials of Psychological Assessment Supervision is a must have reference for both psychology practitioners who supervise the assessment process and instructors of psychological testing and assessment

Reports and awards U. S. Centennial Commission, 1880

Intelligent Testing with the WISC-V Alan S. Kaufman, Susan Engi Raiford, Diane L.

Coalson,2015-12-29 Interpret the WISC V to help diagnose learning disabilities and to translate profiles of test scores to educational action The Wechsler Intelligence Scale for Children Fifth Edition WISC V is a valuable tool for assessing children and adolescents with learning disorders and Intelligent Testing with the WISC V offers the comprehensive guidance you need to administer score and interpret WISC V profiles for informing diagnoses and making meaningful educational recommendations This essential resource provides you with cutting edge expertise on how to interpret the WISC V which has an expanded test structure additional subtests and an array of new composites Intelligent Testing offers valuable advice from experienced professionals with regard to clinically applying the WISC V in an effort to understand a child s strengths and weaknesses and to create a targeted appropriate intervention plan Ultimately this book equips you with the information you need to identify the best theory based methods for interpreting each child s profile of test scores within the context of his or her background and behaviors Intelligent Testing provides a strong theoretical basis for interpreting the WISC V from several vantage points such as neuropsychological processing theory and the Cattell Horn Carroll CHC model yet it permits you to interpret children s profiles using simple straightforward steps The most frequently used IQ test in the world the WISC V like previous versions of the WISC plays an integral role in evaluating children for learning and intellectual disabilities developmental and language delays and gifted and talented classifications As such understanding how to use the latest version of WISC is extremely important when assessing children and adolescents ages 6 to 16 years Explore all aspects of both the conventional WISC V and WISC V Digital Read objective independent test reviews of the WISC V from independent highly respected expert sources Review 17 clinical case reports that spotlight experiences of children and adolescents referred to psychologists for diverse reasons such as reading problems specific learning disabilities ADHD intellectual giftedness and autistic spectrum disorders Learn how a broad based multi faceted approach to interpretation that calls upon several scientific concepts from the fields of cognitive neuroscience clinical and school neuropsychology neuropsychological processing and the CHC model can benefit children by providing meaningful recommendations to parents teachers and often to the children and adolescents themselves Use the results of WISC V as a helping agent to assist in creating the best intervention plan rather than allowing test results to dictate placement or labeling Intelligent Testing with the WISC V is an indispensable resource for professionals who work with the WISC V including school psychologists clinical psychologists educational diagnosticians and more

Reports and Awards ... United States Centennial Commission,1877

Annual Report Massachusetts Commission on Industrial Education,1908 *Introduction to Qualitative Research Methods in Psychology* Dennis Howitt,2019-02-27 Now in its 4th Edition Introduction to Qualitative Research Methods in Psychology by Dennis Howitt provides a comprehensive practical and up to date coverage of the area With a clear and straightforward style the book introduces qualitative research from data collection to analysis Examples of real research and practical guidance for each methodological approach are included throughout to equip the reader with an understanding of

the process and the skills to be able to carry out their own research There are also dedicated sections on ethics quality and report writing All of this is achieved while providing a thorough theoretical and historical context for the qualitative methods The full text downloaded to your computer With eBooks you can search for key concepts words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf available as a free download available online and also via the iPad and Android apps Upon purchase you ll gain instant access to this eBook Time limit The eBooks products do not have an expiry date You will continue to access your digital ebook products whilst you have your Bookshelf installed

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