

# Business reports

Reports describe, analyse, and investigate a situation for a particular audience. They have a formal structure and common sub-sections.

Business reports are a type of assignment in which you analyse a situation or problem (either a real situation or a case study) and apply business theories to produce a range of suggestions for improvement.

Business reports are typically assigned to enable you to:

- Examine available and potential solutions to a problem, situation, or issue.
- Apply business and management theory to a practical situation.
- Demonstrate your analytical, reasoning, and evaluation skills in identifying and weighing-up possible solutions and outcomes.
- Reach conclusions about a problem or issue.
- Provide recommendations for future action.
- Show concise and clear communication skills.

Remember that with business reports, typically, there is no single correct answer but several solutions, each with their own costs and benefits to an organisation. It is these costs and benefits which you need to identify and weigh up in your report.

Further, when writing the report, you need to consider the **audience** you are writing for: is it the CEO or will the report be available to all staff concerned? It is vital that you ensure an appropriate level of formality, sensitivity, fairness, and objectivity. Also, be mindful of the audience when writing recommendations. For example, your manager may not be able to influence company policies.

## General format of a business report

Check your assignment instructions regarding which sections you need in your report. Also determine whether you are writing an inductive or deductive report (see page 3).

- 1 Letter or memo to the client
- 2 Title Page
- 3 Executive Summary
- 4 Table of Contents (if required by your lecturer)
- 5 Introduction
- 6 Discussion
- 7 Conclusions
- 8 Recommendations
- 8 References
- 10 Appendices (if required)

There are conventions relating to what goes into each section. The purpose of these conventions is to save the reader's time. If the reader just wants to know what your key findings are, they can turn immediately to the Executive Summary or the Conclusions section.

# Example Of A Buisness Report

**Yan Bai**



## Example Of A Buisness Report:

**Writing Essays and Reports** Stephen McLaren, 2001 This book is your easy guide to preparing essays and reports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your work grammar punctuation and language issues      Contemporary Business Report Writing Shirley Kuiper, Gary F. Kohut, 1999 This text takes a developmental process approach to the crafting of various business reports with the idea that business reports from basic reports to feasibility studies business plans and employee manuals are vital tools in business decision making Beginning with the fundamentals of writing students are taken through the process of drafting revising editing and producing simple reports as well as planning and conducting research which culminates in a well prepared report Once report preparation and writing is mastered presentation techniques and skills are discussed so students learn to effectively communicate the information contained in their reports      **Current Business Reports** ,1980      Business Reporting ,1991

**Business Reporting** United States. Internal Revenue Service, 1990      **Harvard Business Reports** ,1927      *Report Writing for Business* Raymond Vincent Lesikar, 1981      **How to Read a Financial Report** Tage C. Tracy, 2024-10-09 Learn how to read understand analyze and interpret different types of financial reports In the newly revised and updated 10th Edition of *How to Read a Financial Report* seasoned accounting financial and business consultant Tage C Tracy guides readers through reading understanding analyzing and interpreting various types of financial reports including cash flow financial condition and profit performance reports This book also reveals the various connections between different financial metrics reports and statements discusses changes in accounting and finance reporting rules current practices and recent trends and explains how financial information can be manipulated such as through inclusion or omission of certain KPIs This bestselling guide uses jargon simplified and easy to understand language to make the information accessible to all regardless of finance or accounting background Updates to the 10th Edition include Relevant terminology and issues critical to understand in today's economic environment New material on loans debt and using financial reports and statements to understand performance The connection of capital including debt and equity to the income statements and cash flow statements Expanded financial analysis tools and ratios that provide a deeper understanding of a company's financial performance and strength A more in depth overview of how company's may engineer financial results and how understanding cash flows can help root out fraud An essential all in one guide on the art of reading a financial report and avoiding common pitfalls and misconceptions *How to Read a Financial Report* earns a well deserved spot on the bookshelves of all business leaders and investors who want to be able to read and understand financial reports and statements like a professional      **Annual Report of the Department of Trade and Commerce for the Fiscal Years Ending March 31** Canada. Department of Trade and Commerce, 1929      How to Read a Financial Report John A. Tracy, Tage C.

Tracy,2013-12-13 An updated new edition of the comprehensive guide to reading and understanding financial reports Financial reports provide vital information to investors lenders and managers Yet the financial statements in a financial report seem to be written in a foreign language that only accountants can understand This new Eighth Edition of How to Read a Financial Report breaks through that language barrier clears away the fog and offers a plain English user s guide to financial reports This updated edition features new information on the move toward separate financial and accounting reporting standards for private companies the emergence of websites offering financial information pending changes in the auditor s report language and what this means to investors and requirements for XBRL tagging in reporting to the SEC among other topics Makes it easy to understand what financial reports really say Updated to include the latest information financial reporting standards and regulatory changes Written by an author team with a combined 50 plus years of experience in financial accounting With this new edition of How to Read a Financial Report investors will find everything they need to fully understand the profit cash flow and financial condition of any business     Report of the President of Yale University and of the Deans and Directors of Its Several Departments for the Academic Year ... Yale University,1920     Report of the State Civil Service Commission ,1917     **Business Report Guides** Dorinda Clippinger,2019-01-16 This book offers tactics for creating business plans as well as research reports Readers will find guides for planning research projects writing proposals identifying major findings drawing conclusions and using them to recommend appropriate actions along with citing sources numbering pages and displaying visuals The book examines business plans why entrepreneurs need them the objectives and contents of business plans and how to guides for each part Business Report Guides can be your go to source for years to come Reading through it in a couple of hours you can gain information for immediate use Keep it handy and refer to it often when reporting research or when planning a new business or altering an existing one     **Bulletin** ,1923

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Colorado Boulder. Small Business Assistance Center,1986      **Annual Report of the Secretary of the State Board of Agriculture ... and ... Annual Report of the Experimental Station ...** Michigan. State Department of Agriculture,1928

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