

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.

Standard Business Report Formats Or Outlines

Scott La Counte



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knowledge representation and integration knowledge discovery and data mining logic for AI and logic programming machine learning text mining and Web intelligence

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improvement of outcomes and culture discussing leadership behaviors necessary for success and closes with actions that can be used to mitigate risk It reviews the fundamentals of lean and explains how to link a strategy of continuous improvement to corporate strategy to achieve operational excellence The book also describes how to mitigate the risk of failure when undergoing large scale corporate change including what can go wrong and how to prevent these failures Updated and refreshed Lean Leadership for Healthcare remains the gold standard for end to end delivery of lean transformation in healthcare This book is ideal for leaders in the healthcare industry looking to initiate or accelerate lean improvements to clinical and non clinical processes Ronald G Bercaw is the President of Breakthrough Horizons LTD a management consulting company specializing in World Class Improvement through the application of the Toyota Business System or lean With over 38 years of experience in operations his hands on lean management experience was gained through multiple enterprise transformations in different industries including custom packaging power reliability electronics assembly and test and measurement products Educated at Purdue University he learned the details and disciplined applications of lean principles habits and tools from both the Shingijutsu Sensei and their first generation disciples Since leaving industry Ron has consulting experience in the healthcare sector U S and Canada health systems including primary care acute care and community applications of both clinical and back shop operations the commercial sector administration manufacturing distribution supply chain and engineering and the public sector U S Army U S Navy U S Air Force including Depot Repair Operations the Pentagon and Surgeon General Assignments Ron is also a recognized author with the release of four books including Shingo award winners entitled Taking Improvement from the Assembly Line to Healthcare and Lean Leadership for Healthcare He is a co author of The Lean Electronic Health Record along with Susan Snedaker and Kurt Knoth as part of the HIMSS book series Safety Standards ,1968 *InfoWorld* ,1986-10-27 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *The Complete Beginners Guide to Pages for the iPhone and iPad* Scott La Counte,2015-11-24 Word processing used to be synonymous with Microsoft Word times have changed a lot over the years and today there are plenty of options On Apple products there is notably Pages a simple yet powerful word processing software that creates beautiful documents from reports and newsletters to posters and fliers If you are already familiar with Microsoft Word then you ll have no problem getting started because it shares many of the same features But there s still a lot of features to get to know if you want to get the most from the software If you want to create professional documents from your iPad then this book will show you how It also includes short exercises so you aren t just learning about the features you are getting hands on with them While screenshots come from the iPad Pages works almost exactly the same for iPhone so you ll have no problem using Pages on any device that Pages is installed on *Literacy Leader Fellowship Program Reports: Framework for developing skill standards for workplace literacy* Eunice Nicholson Askov,1996 **Crystal Reports XI Official Guide** Neil FitzGerald,et

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