



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.

What Is Business Report Writing

Rosina Ehmann



What Is Business Report Writing:

Report Writing for Business Raymond Vincent Lesikar,1981 Contemporary Business Report Writing Shirley Kuiper,2005 CONTEMPORARY BUSINESS REPORT WRITING guides readers step by step through the process of creating business reports such as a feasibility studies business plans and employee manuals Starting with writing fundamentals readers work through the processes of planning and conducting research then drafting revising editing and producing a simple report Once readers master report preparation and writing the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports *Effective Business Report Writing* Leland Brown,1973 **Business Reports Writing Guide , Report Writing in Business** Trevor Bentley,2002-12-31

Report writing is an essential part of business life and if you can effectively communicate your ideas you are likely to reap the rewards This new edition extensively rewritten and updated aims to provide you with a comprehensive clear brief and relevant set of guidelines for writing effective reports The key to effective report writing is to be able to communicate a message in a way that enables the reader to understand it in exactly the way it was intended To achieve this the writer needs to be able to produce information in a clear concise and readable way to deliver a message without the danger of ambiguity or misinterpretation Guidance and examples are given This book is aimed at business managers as well as students of management who need to write reports for distribution within their organisations Reading this book will present you with the knowledge to modify your own personal report style and approach This new edition has been extensively rewritten and updated Provides you with a comprehensive clear brief and relevant set of guidelines for writing effective reports Will give you the knowledge to develop your own report style and approach *Report Writing for Business* Raymond Vincent Lesikar,John D. Petit, Jr.,1995 Here s the most practical approach you ll find to report writing This popular guide presents report writing as consisting of universal steps that help readers break down each project into manageable components defining the problem collecting the facts organizing the information constructing the report and writing it all up Light on theory heavy on practical guidelines and tips no wonder this guide has had a host of loyal followers through ten successful editions *The Easy Steps To Writing A Business Report* Peter Smith,2021-04-26

Employees in most organizations create and use reports however it s important to remember that the business report is a markedly different document than a report created in an academic setting Reports are a key communication tool in business they effectively share and retain information and decisions Reports are classified into two main types informal reports and formal reports both of those classifications are further broken down by type of information A report that is laid out well facilitates the reader s understanding of its content With a clear function and purpose a well formatted report establishes the credibility and professional abilities of the report s creator Business reports are one of the most effective ways to communicate in today s business world Although business reports objectives are broad in scope businesses or individuals can use them to help make

important decisions Formal business reports have important functions in helping managers and executives make decisions These documents can have a variety of purposes depending on your needs and industry Learning how to write a formal business report can help you develop as a professional To write an effective business report you first need to understand what it is and how it can be used Hence in this article we will explain what a business report is how to write one and provide an example *Report Writing for Business* Raymond V. Lesikar,1973 **Guide to Report Writing** Michael Netzley,2011

Business Reports in English Jeremy Comfort,Rod Revell,Chris Stott,1984 A task based approach is applied in this course for those who have to read or write reports The six extended units cover the successive stages in writing a report from collecting information using statistics organising and presenting material to recommending and summarising The stages are lined in to job functions common to any commercial field ranging from production to finance and marketing An appendix on report structure is included **Producing Written and Oral Business Reports** Dorinda Clippinger,2017-02-21 Producing Written and Oral Business Reports Formatting Illustrating and Presenting emphasizes cost effective methods for producing reports that will do what you want them to do Numerous examples helpful illustrations concise writing style and convenient checklists let you acquire vital information rapidly Producing Written and Oral Business Reports is a how to guide for report creation throughout your career [A Student's Guide to Writing Business Reports](#) Zoë Robinson,Stuart Pedley-Smith,2010 Written by Kaplan s own Zoe Robinson and Stuart Pedley Smith this essential guide is designed for anyone who needs to write a professional report Taking a practical approach with lots of exercises covering the structure of different types of report and drawing out the differences between reports and other business documents this guide will give you the skills required to present a professional report This book will be aimed at undergraduates people who need to write reports as a key part of their day job or those who simply need to pass the final part of their professional exams

[Writing a Business Report That Gets Read, Not Filed](#) Natalie Canavor,Claire Meirowitz,2010-03-02 This is the eBook version of the printed book This Element is an excerpt from The Truth About the New Rules of Business Writing 9780137153152 by Natalie Canavor and Claire Meirowitz Available in print and digital formats How to write reports that people actually read and then act upon Feel buried by requests for reports You re not alone With fewer face to face meetings and so many collaborations to manage report writing has become an even more important skill A successful report is easy to define It s read and results in action Write to be read Here s how *Report Writing* Michelle Reid,2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on

demonstrating critical analysis in the key parts of a report including the literature review methodology and findings

Additional guidance on effective writing style *BUSINESS ETHICS AND COMMUNICATION SKILLS* Veera Thakur,Vikrant Verma,2024-12-01 MBA FIRST SEMESTER SKILL ENHANCEMENT COURSE According to the New Syllabus of Maharshi Dayanand University Rohtak based on NEP 2020 **Effective Business Communication** Steven Golen,1989 *The Complete Guide to Functional Writing in English* M. Sarada,2005-10-01 An invaluable aid to master the art of writing for specific purposes Business Communication M. K. Sehgal,2008 Communication is the lifeblood of every business organization This book on Business Communication aims to bring about the relevance importance of communication in business It highlights the different types of formal and informal communication taking place in an organization Various forms of written and oral communication including letters memos orders interviews group discussions meetings etc have been discussed in detail Besides the importance of non verbal communication has also been elucidated Effort has been made to keep the text simple and comprehensible including a lot of examples and case studies Students exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce Management Hotel Management and MCA etc This book is not only helpful for the students of Business Communication but is also a helpful guide to those who want to improve their communication skills *Business Communication , InfoWorld* ,1989-03-27 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

The Top Books of the Year What Is Business Report Writing The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. What Is Business Report Writing : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. What Is Business Report Writing : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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explanations of how the opposing argument is incomplete or illogical

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web refutation the refutation paragraph must prove that your opponents objection counterargument is wrong to do this you

must answer the objection in a fair and logical manner this paragraph is structured as follows 1 opening sentence it

summarizes the other side's objection and acknowledges the

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web writing a counterargument and refutation counterargument the counterargument paragraph is developed in much the same way that an argument paragraph is developed the difference is that the counterargument is your opponents the other side's argument that explains why you are wrong this paragraph is structured as follows 1 topic sentence

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web when writers are able to skillfully rebut or refute a view that runs counter to their claims it strengthens their work rebuttal and refutation are common in all types of argument including academic argument as you complete more advanced work in college you will be expected to address counterargument often

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web 41 counterargument and refutation development in an argumentative essay you need to convince your audience that your opinion is the most valid opinion to do so your essay needs to be balanced it needs an opposing opposite viewpoint known as

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web your refutation the specifics of your counterargument will depend upon the nature of your disagreement if you challenge the writer's evidence then you must present the more recent evidence if you challenge assumptions then

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web counterargument at least one paragraph which explains the opposite point of view concession a sentence or two acknowledging that there could be some truth to the counterargument refutation also called rebuttal sentences which explain

why the counterargument is not as strong as the original argument

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web argumentative essays the counter argument refutation an argumentative essay presents an argument for or against a topic for example if your topic is working from home then your essay would either argue in favor of working from home this is the for side or against working from home

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web counterargument in two steps respectfully acknowledge evidence or standpoints that differ from your argument refute the stance of opposing arguments typically utilizing words like although or however in the refutation you want to show the reader why your position is more correct than the opposing idea where to put a counterargument

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web the refutation sometimes called rebuttal paragraph the refutation paragraph uses logical evidence to explain why the opposing view is incomplete problematic or simply wrong the opening sentence start with an opening sentence this sentence summarizes the opposing view use words like may or

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web what you ll learn to do evaluate strategies for rebuttal and refutation of counterargument an integral part of composing a strong argument is including counterargument this can be difficult especially if a writer is arguing for a position s he already agrees with

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web in general to address a counterargument you ll need to take the following steps state the counterargument and explain why a reasonable reader could raise that counterargument counter the counterargument how you grapple with a counterargument will depend on what you think it means for your argument

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web feb 2 2023 a counter argument is a perspective or point of view that contradicts or refutes the opposing argument presented in a persuasive essay usually to win a debate

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web incorporating counterarguments into your writing can seem counterintuitive at first and some writers may be unsure

how to do so to help you incorporate counterarguments into your argument we recommend following the steps

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