

1 Planning your business report

As in all writing, planning is vitally important. The key questions to ask yourself when planning a business report are:

- what is the purpose of this report
- who are the readers of this report
- what are the report's main messages
- how will the report be structured?

1.1 What is the purpose of this report?

Keep in mind that the purpose of a business report is generally to assist in decision making. Be sure you are clear on what decision is to be made and the role the report plays in this decision. It might be useful to consider the purpose in this way: *As a result of this report, my reader/s will ...*

For example:

As a result of this report, my reader/s will know:

- *how well our recycling programme is doing*
- *how to increase participation in it.*

1.2 Who are the readers of this report?

Consider the main reader/s, but also secondary readers. The main reader for the recycling report alluded to above is the director of the recycling programme. Secondary readers might be the facilities management team on campus, the finance team, etc.

Try to understand what the readers already know, what they need to know,

Sample Outline For A Report

Frank A. Stasiowski, David Burstein



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Report Writing Patricia Lewis, Peter Watson, 1991-09-01 With this step by step guide writing a report won't seem so daunting. Students are provided with instructions, sample outlines, and checklists to help them produce a high quality, carefully researched and well organized report. The guide can be used for any topic including those in language arts, science, and social studies.

Wiley CPA Examination Review, Outlines and Study Guides Patrick R. Delaney, O. Ray

Whittington, 2010-06-08 All the information you need to master the computerized CPA Exam. Published annually, this comprehensive two volume paperback reviews all four parts of the CPA exam. Many of the questions are taken directly from previous CPA exams. Volume I contains all study guides and outlines. Volume II contains all problem solutions. The most effective system available to prepare for the CPA exam. Contains all current AICPA content requirements in accounting and reporting. Helps you zero in on areas that need work, organize your study program, and concentrate your efforts. With over 600 multiple choice questions and more than 75 simulations, these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination.

Technical Report Writing United States Army. Corps of Engineers, 1955

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