

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

RJ Shavelson



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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.

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Technical Report Writing United States Army Corps of Engineers, 1955

Total Quality Project Management for the Design Firm Frank A. Stasiowski, David Burstein, 1993-12-16 Staying Small Successfully: A Guide for Architects, Engineers, and Design Professionals. Frank A. Stasiowski. Today's design professional with entrepreneurial ambitions often has in mind a small firm. Written by a veteran architect and consultant, here is a clear, detailed road map to setting up a small business or guiding an existing one to success. Using miniprofiles of several small, successful design firms, the author pinpoints exactly what's made them flourish. In a step by step format, he describes the six elements of the strategic planning process, tips on doubling average profit levels, building a loyal clientele, making your company a magnet for top talent, as well as measuring the financial health of your firm. This all in one seminar includes numerous checklists and flowcharts, a list of design firm management consultants, a typical marketing plan, and a survey of typical marketing costs. 1991 0 471 50652 4 297 pp.

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