



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.

An Example Of A Business Report

**Jason Weathersby, Tom Bondur, Iana
Chatalbasheva**



An Example Of A Business Report:

Business Report Guides Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career Accounting: Business Reporting for Decision Making, 9th Edition Jacqueline Birt, Keryn Chalmers, Suzanne Maloney, Albie Brooks, David Bond, Judy Oliver, 2025-11-24 Birt's Accounting Business Reporting for Decision Making 9th Edition is the market leading text for core accounting units in business and commerce degrees specifically designed for first year students across all business disciplines including marketing and HRM What sets this text apart is its focus on the connection between accounting and business decision making presented from a management and stakeholder perspective rather than a technical accounting view Harvard Business Reports, 1925

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 **Business Reporting**, 1991 **Business Reporting** United States. Internal Revenue Service, 1990 Current Business Reports, 1991 Preliminary Report on Business Reporting Requirements of the Federal Government United States. Congress. House. Committee on Post Office and Civil Service, 1959 **Business and Professional Writing: A Basic Guide, Third Canadian Edition** Paul MacRae, Joel Hawkes, Laura Fanning, 2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout **Integrating and Extending BIRT** Jason Weathersby, Tom Bondur, Iana Chatalbasheva, 2011-08-11 The world wide developer community has downloaded over ten million copies of BIRT Business Intelligence and Reporting Tools Built on the open source Eclipse platform BIRT is a powerful reporting system that provides an end to end solution from creating and deploying reports to integrating report capabilities in enterprise applications Integrating and Extending BIRT Third

Edition introduces programmers to BIRT architecture and the reporting framework BIRT technology makes it possible for programmers to build customized reports using scripting and BIRT APIs This book also includes extensive examples of how to use the Eclipse Plug in Development Environment to build plug ins to extend the features of the BIRT framework The source code for these examples is available for download at www.eclipse.org/birt Key topics covered include Installing and deploying BIRT Deploying a BIRT report to an application server Understanding BIRT architecture Scripting in a BIRT report design Integrating BIRT functionality into applications Working with the BIRT extension framework This revised and expanded third edition features the following new content Updated architectural diagrams Expanded scripting examples Debugging event handlers Developing an advanced report item with data binding Developing a data extraction extension Developing a charting extension Readers may also be interested in this book's companion volume BIRT A Field Guide Third Edition is the authoritative guide to using BIRT Report Designer the graphical tool that enables users of all levels to build reports from simple to complex without programming

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Hearings, Reports and Prints of the Senate Committee on Government Operations United States. Congress. Senate.

Committee on Government Operations,1974 *Business and Professional Writing: A Basic Guide - Second Edition* Paul MacRae,2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout *Integrating Service Level Agreements* John K. Lee,Ron Ben-Natan,2002-10-02 Service level agreements SLAs offer service providers a way to distinguish themselves from their competitors in today's volatile hypercompetitive market This book offers an innovative approach that takes full advantage of current interface automation and Internet based distribution and reporting technologies Addresses business level SLAs not just device level SLAs Describes a revolutionary approach that combines network management service management field service activities entitlement and rating with workflow automation technologies **Hearings** United States. Congress. House. Committee on Post Office and Civil Service,1962 **Contemporary Issues in Financial Reporting** Paul Rosenfield,2006-04-18 With the collapse of Enron and other similar scandals financial reporting and its relation to corporate governance has become a contentious issue In this revealing book author Paul Rosenfield involves the reader in exploring contemporary financial reporting and skillfully highlights the deficiencies in current methods In doing so it provides a user oriented guide to the salient issues which affect all aspects of financial accounting Contemporary Issues in Financial Reporting challenges the reader to critically think through the issues and arguments involved in the practice of financial reporting It goes to the heart of the most difficult and controversial problems investigating the major issues and commenting upon the solutions offered in financial reporting literature The grave defects in current accepted accounting principles are demonstrated and exposed and alternative solutions are offered Written by a former Secretary General of the International Accounting Standards Committee practitioners and accounting scholars alike will find this volume to be an essential addition to their libraries *Hearings, Reports and Prints of the Senate Select Committee on Small Business* United States. Congress. Senate. Select Committee on Small Business,1967 *XBRL for Indian CA 2nd Edition* Adarsh Madrecha, [Manual of Accounting Narrative Reporting 2014](#) PwC,2013-01-01 UK companies are governed by legal and other regulatory requirements impacting elements of financial statements that are common to users of both IFRS and UK GAAP These are often referred to as the front half of the financial statements This publication contains the guidance applicable to all UK companies regardless of the GAAP under which their financial statements are prepared Written by PwC's UK Assurance Risk and Quality team the manual includes practical advice based on PwC's work advising clients partners and staff The book will be of particular interest to finance

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web ingredients for the pudding 450g 1lb dried mixed fruit use a mixture of sultanas raisins and snipped apricots 1 small cooking apple peeled cored and roughly chopped 1 orange finely

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web oct 21 2020 what is christmas pudding made from christmas pudding is generally made from a combination of dried fruit candied fruit peel and citrus zests in a dense sticky sponge cake it can be flavored with cinnamon brandy rum or

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web ingredients yields 8 10 servings metric cups 150 grams currants 150 grams sultanas 150 grams roughly chopped prunes 175 millilitres pedro ximenez sherry 100 grams plain flour 125 grams fresh breadcrumbs 150 grams suet 150 grams dark brown muscovado sugar 1 teaspoon ground cinnamon ¼ teaspoon ground cloves