

## Part I

At some point during your academic or professional career, you may be required to write a report. Reports serve several functions. They may be used to communicate information within an organization upwards to senior management, downwards to staff, or externally to government regulators. They can also serve a persuasive role to get management motivated to take a desired action, support a project, or approve an investment decision. This handout will provide you with an outlined structure for writing reports. After reading this handout you should be able to

- Identify the purpose of a report and the needs of your audience
- Distinguish between informational and analytical reports
- Develop an effective report structure
- Decide on what language and level of detail is appropriate for your target audience
- Apply an appropriate degree of formality to your report
- Determine if the direct or indirect method is appropriate for your target audience
- Create headings, transitions, and graphics to enhance your report's readability

### Preparing and Planning: the Audience and the Purpose

The first thing you must do when writing a report is determine why and for whom you are writing. You may be trying to relay requested information to your boss, or you may make an unsolicited proposal to a financial officer for an investment that will reduce cost. You may be asked to investigate an on-the-job accident, or you may have to explain why a project has fallen behind schedule. The purpose and audience of your report will determine the use of language, the degree of formality, the method of delivery, the structure, and the type of report.

For now, let's focus on the different types of reports. The most common types include

**Periodic reports** – communicate the activities of an ongoing operation at equal and regular intervals. For example, someone might write a quarterly sales report at a retail store.

**Trip and conference reports** – communicate experiences, details, and knowledge gained from attending activities outside of an organization. For example, an employee that spends a weekend attending a training seminar may be asked to communicate the experience to peers in an effort to share knowledge.

**Progress reports** - update management or a supervisor on the progress of a project or a process. Examples include reports that communicate the development of a building site or steps that are being taken to adhere to regulation.

**Investigative reports** – seek to find answers to predetermined questions. A sample report found in a separate handout, for example, answers the question “what is the relationship between the TSX Composite Index and the energy sector?”

# Example Of Writing Business Report

**Robert D. Hay, Raymond Vincent  
Lesikar**



## Example Of Writing Business Report:

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 Report Writing** Elizabeth Sidney, 1965

**Business Reports, Investigation and Presentation** Alta Gwinn Saunders, Chester Reed Anderson, 1929

**Writing Skills Growth** Harrison Stewart, AI, 2025-03-11 Writing Skills Growth explores the evolution of writing education and its impact on modern communication skills highlighting how writing pedagogy rhetoric and socio cultural contexts shape writing practices The book uniquely integrates historical perspectives technological analyses and critical thinking strategies to provide a holistic framework Did you know that writing instruction has shifted from grammar and mechanics to process oriented approaches Or that technology significantly reshaped writing practices This textbook dives into these changes and their profound effects on effective communication The book progresses methodically beginning with core concepts in writing theory and pedagogy before analyzing technological influences and the vital role of critical thinking It emphasizes the development of critical thinking to foster engaged and informed citizens capable of navigating intricate information By understanding the historical trajectory of writing instruction and the interplay between writing and technology readers can assess current educational practices and adapt methods to meet the demands of the digital environment The writing style is designed to be accessible engaging both scholars and practitioners

*Writing Short Business Reports* Norma Carr-Ruffino, 1980

**Contemporary Business Reports** Varner, Pomeroy, 1998-08

*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

*Writing for Academic Success* Gail Craswell, Megan Poore, 2011-12-01 Writing for Academic Success is a vital practical guide for any ambitious student If you seek to manage your writing effectively reduce stress and improve your confidence and efficiency this book is for you The authors show you how to acquire communicative rigor in research essays reports book and article reviews exam papers research proposals and literature reviews through to thesis writing posters and papers for presentation and publication This second edition has been fully revised to reflect the online learning explosion The authors provide insightful new material about how to work productively in different online contexts such as with blogs and wikis setting up an e portfolio and raising an online profile They also set out a focused guide to issues unique to digital communication and working with and across

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*The Art of Mastery in Writing* by Dr. Laxmikant Kulkarni, Dr. Kantharaja K P, Prof. Mallikarjuna N M, *Academic Writing Guide Book* Dr. Laxmikant Kulkarni, Dr. Kantharaja K P, Prof. Mallikarjuna N M, M. A. B. Ed, 2025-11-05 Unlock your writing potential with *The Art of Mastery in Writing* an authoritative guide penned by distinguished academics Dr Laxmikant Kulkarni Dr Kantharaja K P and Prof Mallikarjuna N M This comprehensive book features an elegant cover design with a classical quill and hand illustration that symbolises the timeless art of writing Whether you re an aspiring writer academic or professional looking to enhance your writing skills this book offers expert insights and practical techniques to elevate your writing prowess The collaborative effort of three experienced authors ensures a well rounded approach to mastering various writing styles and techniques Perfect for both self study and academic reference this book promises to be an invaluable resource in your journey towards writing excellence

*Within Language, Beyond Theories (Volume II)* Anna Bloch-Rozmej, Karolina Drabikowska, 2015-06-18 This is the second volume in a series of three books called *Within Language Beyond Theories* which focuses on current linguistic research surpassing the limits of contemporary theoretical frameworks in order to provide new insights into the structure of the language system and to offer more comprehensive accounts of linguistic phenomena from a number of the world s languages The volume is composed of eighteen chapters each focusing on a significant issue in the field of applied linguistic

**Business Writing** James Melvin Lee, 1920 [Business Report Writing](#) Robert D. Hay, Raymond Vincent Lesikar, 1957 **Business Writing** S. Roland Hall, 1924 **Report Writing for Business** Raymond Vincent Lesikar, 1977 [Report Writing](#) Ralph U. Fitting, 1924 **Writing Business Letters and Reports** Carmella E. Mansfield, 1986 **STRENGTHEN YOUR PROFESSIONAL WRITING** Dr. Samir Kumar Hui , 2025-04-23 **Ronograph Series: Report writing** , 1924

*Handbook for Business Writing* L. Sue Baugh, Maridell Fryar, David Allen Thomas, 1994 Find answers to specific business writing problems quickly and efficiently in the *Handbook for Business Writing* From the three basic steps of writing to using the right style format and organization students will learn how to create business communications that influence readers and get results

**Writing the Business and Technical Report** William J. Gallagher, 1981

## Unveiling the Magic of Words: A Review of "**Example Of Writing Business Report**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Example Of Writing Business Report**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound affect on the souls of its readers.

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