

Centre for Teaching and Learning

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.

How To Set Out A Business Report

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How To Set Out A Business Report:

Armstrong's Handbook of Management and Leadership for HR Michael Armstrong, 2016-11-03 To make an effective contribution HR specialists have to be good at management leadership and developing both themselves and others They also need to be aware of the management and business considerations that affect their work Armstrong's Handbook of Management and Leadership for HR provides guidance on the processes of management and leadership with particular reference to what HR managers and aspiring managers need to know and do to make a difference Written by renowned human resources expert and bestselling author Michael Armstrong Armstrong's Handbook of Management and Leadership for HR covers in one volume the Leading Managing and Developing People and Developing Skills for Business Leadership Chartered Institute of Personnel and Development CIPD modules It includes numerous practical features such as case studies practitioner interviews exercises and clear learning objectives to aid learning This is the essential book for HR students and professionals looking to broaden their skills and understanding relating to management and leadership Online supporting resources include lecture slides an instructor's manual a student's manual and a literature review **My**

Revision Notes: Management and Administration T Level Tess Bayley, 2024-04-26 Unlock students full potential with this revision guide that will guide them through the knowledge and skills they need to succeed in the Management and Administration T Level core exams With My Revision Notes students can Plan their own revision and focus on the areas they need to revise with key content summaries and revision activities for every topic Understand key terms they will need for the exam with user friendly definitions and a glossary Use the exam tips to clarify key points and avoid making typical mistakes Test themselves with end of topic questions and answers and tick off each topic as they complete it Get ready for the exam with tips on approaching the paper and sample exam questions *Voluntary Business Reporting* Giacomo

Pigatto, 2025-06-30 Understanding the dynamic landscape of voluntary business reporting is crucial for navigating the evolving complexities of accounting practices towards achieving a more sustainable and equitable world This book provides a comprehensive exploration of the evolution and revolutions happening within the field of voluntary business reporting The book begins by tracing the development of voluntary business reporting to the present day examining the motivations behind voluntary reporting practices including agency theory stakeholder theory and institutional perspectives It offers a thorough overview of voluntary business reporting its evolution in the business world and its increasing relevance for disclosing nonfinancial information alongside and often integrated with financial information Through empirical insights and case studies the book uncovers instances where voluntary reporting diverges from traditional theories highlighting factors such as chance discoveries and power struggles Furthermore it analyzes three revolutions characterizing voluntary reporting 1 the mandatorization i e the slow yet steady process of codification and regulation 2 the broadening scope towards a multi stakeholder perspective and 3 the harmonization and integration of voluntary reporting standards and frameworks It

concludes by reflecting on the unresolved issues and challenges facing the field emphasizing the need for ongoing research and critical reflection to advance the practice of voluntary reporting in alignment with broader societal goals With a focus on the implications of voluntary reporting for stakeholders businesses and regulatory bodies the book equips readers with actionable insights It caters primarily to accounting and business reporting scholars Additionally it serves as a valuable resource for students in related disciplines and business reporting practitioners seeking insights into evolving trends and future developments in voluntary reporting practices *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 directors accountants legal practitioners company administrators financial advisors and auditors This year s edition provides guidance for UK quoted companies on the front half of financial statements including many illustrations and examples Key updates from previous edition include Updated guidance for new external guidance and legislation including FRC UK Corporate governance code and 2013 Statutory instruments regulations New real life examples from accounts **The Law Times Reports of Cases Decided in the House of Lords, the Privy Council, the Court of Appeal ... [new Series].** ,1914 **The Corporation Manual** John Scott Parker,Jay Braisted Roe Smith,1929 17th eds contain digest of corporation laws of Mexico ed also contains digest of corporation laws of Canada **The Parliamentary Debates (official Report).** Great Britain. Parliament. House of Commons,1920 **Report of the Royal Commission Upon the Duties of the Metropolitan Police, Together with Appendices** Great Britain. Royal Commission on the Metropolitan Police,1908 **Report** Commonwealth Shipping Committee,1914 The Lawyers Reports Annotated ,1905 Official Report of Debates, House of Commons Canada. Parliament. House of Commons,1916 **Official Report of the Debates of the House of Commons** Canada. Parliament. House of Commons,1916 **The English Reports: Chancery** ,1904 V 1 11 House of Lords 1677 1865 v 12 20 Privy Council including Indian Appeals 1809 1865 v 21 47 Chancery including Collateral reports 1557 1865 v 48 55 Rolls Court 1829 1865 v 56 71 Vice Chancellors Courts 1815 1865 v 72 122 King s Bench 1378 1865 v 123 144 Common Pleas 1486 1865 v 145 160 Exchequer 1220 1865 v 161 167 Ecclesiastical 1752 1857 Admiralty 1776 1840 and Probate and Divorce 1858 1865 v 168 169 Crown Cases 1743 1865 v 170 176 Nisi Prius 1688 1867 **Times Law Reports** William Frederick Barry,1929 *The Law Times Reports* ,1913 Report from the Select Committee on Publications and Debates Reports Great Britain. Parliament. House of Commons. Select Committee on Publications and Debates Reports,1919 **South African Law Reports. Cape Provincial Division** Sir Alexander Fraser Russell, Gerard Molyneux Swift,C.

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Table of Contents How To Set Out A Business Report

1. Understanding the eBook How To Set Out A Business Report
 - The Rise of Digital Reading How To Set Out A Business Report
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Set Out A Business Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Set Out A Business Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Set Out A Business Report
 - Personalized Recommendations
 - How To Set Out A Business Report User Reviews and Ratings
 - How To Set Out A Business Report and Bestseller Lists
5. Accessing How To Set Out A Business Report Free and Paid eBooks
 - How To Set Out A Business Report Public Domain eBooks
 - How To Set Out A Business Report eBook Subscription Services
 - How To Set Out A Business Report Budget-Friendly Options
6. Navigating How To Set Out A Business Report eBook Formats

- ePub, PDF, MOBI, and More
- How To Set Out A Business Report Compatibility with Devices
- How To Set Out A Business Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Set Out A Business Report
 - Highlighting and Note-Taking How To Set Out A Business Report
 - Interactive Elements How To Set Out A Business Report
- 8. Staying Engaged with How To Set Out A Business Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Set Out A Business Report
- 9. Balancing eBooks and Physical Books How To Set Out A Business Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Set Out A Business Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Set Out A Business Report
 - Setting Reading Goals How To Set Out A Business Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Set Out A Business Report
 - Fact-Checking eBook Content of How To Set Out A Business Report
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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