

A Simple Format Guide to a Structure of Business Report Writing

Business report writing is a popular type of business documents. It includes several different forms such as a general business report, business analysis, financial plan, and others. But any business report writing should follow the same fundamental points. Here is a guide on how to organize business report writing.

- Write an executive summary.

It is a summary of a complete report. It is better to write it after the report is written. The summary includes main points of the report. It contains the main ideas, recommendations and purposes of business report writing.

- Plan the contents.

Business report writing should be well-structuralized. Plan the order of data presentation. The contents will reflect the titles of sections and the numbers of pages where each section appears.

- Propose the introduction.

The introduction discovers the reason of business report writing. What problem does this report solve? What are the ways of improving a situation? How can profits be increased? Try to answer these questions in the introduction.



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MINISTERSTVO ŠKOLSTVÍ,
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OP Vzdělávání
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INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

- Perform your findings.

The body of business report writing performs information and data that you have found. Make an analysis of data. Your task will be to come to conclusions and to write recommendations. Thus, all data should be accurately worked.

- Make conclusions.

Business report writing does not provide conclusions with tables and graphs. Do not present new information. It is a part of your concise and clear conclusions, leading to recommendations of your business report writing.

- Write your recommendations.

Business report writing always ends with recommendations. They should be logically derived from the conclusions. It is an important part which can answer the question, that James Abela stated, whether the Return on Investment would be.

Zdroje: vlastní