

WRITING FORMAL ANALYTICAL REPORTS

An FAR is a technical or professional document written for government or business uses. These reports use information from surveys, financial records, and other reliable sources to reach conclusions that help officials and executive officers make important decisions.

Goals of FARs:

An Analytical Report accomplishes one of three main goals:

Assesses Opportunities

This kind of FAR **informs decision makers about a new, exciting, and probably successful endeavor**. For example, you may suggest that a company that makes processed foods for human consumption could be successful and make a profit from making pet food as well. For this report, you have to research the new market and find examples of other companies in similar markets that might influence your path into a new industry.

Solves Problems

Reports that solve problems **do exactly what they claim: they solve problems**. Using previous examples of similar situations and weighing the options between several solutions, you should make clear recommendations to a decision-maker based on the research compiled. For example, a business might be faced with closing down a number of restaurants in a chain, but the person in charge of closing the chains doesn't want to see so many people go without jobs. What could the company do?

Supports Decisions

If your organization or business is making a big move in the near future, this report will **analyze the effects (both positive and negative) a big decision will have on the organization**. If done retrospectively -- as in, the move has already been made and there have been repercussions, good or bad -- then you may use the available data to evaluate the move.