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Writing a business report Reports may take a variety of forms. The structure and the language used will depend on the report's purpose, the needs and background knowledge of the reader(s), and the content.

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A business report contains business related information the assists the management to make better business decisions. A common business report follows the same format. The executive summary or a brief overview of the business report. The introduction of the business report. The contents of the business report. The findings from a research. The conclusions.

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Some reports have similar purposes to the reports you might be required to write in professional situations. These include financial reports, case study reports (see EDU handout on Writing a Case Analysis), feasibility reports, risk management reports and project reports. Other reports are of a more general nature and focus more on academic issues.

Writing a report Business School

Business Reports for Busy People is a comprehensive guide filled with a wide range of samples and templates that can be customized to produce professional-looking, clear, and concise reports for virtually any need, including easily customizable Microsoft Word templates and boilerplate text on an interactive CD-Rom.

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