

REPORT WRITING

http://www.tutorialspoint.com/business_writing_skills/report_writing.htm

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A business report is primarily used to communicate detailed information on a specific topic, unlike a letter that conveys messages in a summarized form.

Reports are frequently written in a chronological manner from one reporting period to another so that information published in successive reports can be compared. A report may be published or sent to individuals outside of the company.

Format of a Business Report

A formal business report normally contains the following elements –

- **Title Section** – includes the Table of Contents and definitions of terms used. Optional details like the writer's name and date prepared on may be mentioned.
- **Summary** – an overview of all relevant information on major points, conclusions, and recommendations. It's a good practice to write this at the end to include all the last minute modifications.
- **Introduction** – specifies the reason the report was written and the problem it addresses; generally it is the first page of the report.



- **Body** – the main section of the report; it includes industry jargon. Information is arranged in sections, in decreasing order of importance.
- **Conclusion** – this, along with Summary, is the most read section of the report, hence the

language should be simple and specific.

- **Recommendations** – actions to be followed in an increasing order of priority.
- **Appendices** – technical details and industry facts to support your conclusions.

Example of Report Writing



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Summary:

Introduction:

Tutorials Point originated from the idea that there exists a class of readers who respond better to online content.

Brief History of Our Business Model:

15 million readers read 35 million pages every month. Our content and resources are freely available and we prefer to keep it that way.

Achievements in the Last Decade

The journey commenced with a single tutorial on HTML in 2006 and elated by the response it generated, we worked towards adding fresh tutorials to our repository.

Body:

The content on the website are created by highly skilled professionals. A number of freelancers helped us in the growth of the contents.

Conclusion:

Our mission is to deliver Simply Easy Learning with clear, crisp, and to-the-point content on a wide range of technical and non-technical subjects.

Recommendations:

Design improved content.

Exercise efforts on networking.

Appendices:

Information Policies: A Compilation of Position Statements, Principles, Statutes, and Other Pertinent Statements". Coalition for Networked Information. Retrieved 24 June 2013.