

# Business Report

**Communicative English**  
**BCA-201**  
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# Business Report

Definition, Types and Format

## What is a Business Report:

A business report is a well organized printed statement, which contains facts related to business matters. This report gives you an insight into all the ups and downs of the business that helps you create new business improvement strategies.

An employee makes a report and submits to the related person. It's the level of authority on which depends the subject and usage of a business report.

# Informal reports vs. formal reports

**An informal report may be one or two pages in length and formatted as a letter or memo. It may even be distributed via email.**

- Your company may have a specific format to be followed, so using past reports as a guide will help.
- Or you may choose a style with headings and subheadings, numbered lists, or an outline style to make reading easier.
- The title of the report should be introduced as a subject line.
- Keep in mind who will be receiving your report and use vocabulary and tone appropriate for your audience.
- Simplicity and accuracy, however, remain key factors.

The formal report is usually more complex and runs several pages long.

- Accuracy of facts, spelling, and grammar is a must.
- Also, if more than one person writes the report, be sure it has continuity (no sudden jumps from one topic to another) and a consistent voice (no jarring contrasts in style).
- Your company may have its own report format, or you may have to develop one of your own.



## What should be the Characteristics of Business Report:-

Business reports carry information on reality related to Business Performance. Every business report is distinctive from others.

### **Specific Issue**

Every report is involving particular subjects. It is writing for the main purpose.

### **Pre-Specified Audience**

The number of audiences is minimal in case of Business report writing. So this is the most crucial factor to keep the audience behavior in your mind while writing a report.

### **Specific Structure or Layout**

The layout or structure of the report is always the same in every case.

### **Write On Past Events**

In most of the cases, the reports are written on past events. Most of the business report carries the reason for happening the incident.

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### **Neutral In Nature**

In drafting reports, impartiality is maintained. No biased material is included in it. The one-sided report may lead to tragic decisions.

### **Factual Information**

The Business report is always written based on accurate information. The data collected on specific events are real, not divided.

### **Joint Effort**

A report depends on the joint efforts of a group of people. No one person can prepare a business report. In these days in most of the cases, a committee is formed containing three to seven people. they prepare a report on a specific event.

### **Order Presentation**

The information of a report is presented in order. So the audience can get the information needed from where it is located.



## FORMAT

The business report will depend on what you are writing about. There is a general structure most of the report should follow.

### 1. Title Page

The report should feature a title page. The title itself should be clear. You should include your name and date of the report on the title page.

### 2. Summary

Most of the report begins with a review of the points, including:  
What the report is about.

- o Which used the analysis method used.
- o The finding of the report
- o Recommendation

### 3. Table Of Contents

The short report may not need a table content if you have included a summary. The report should set out the structure. You may also want to number the selection.

#### **4. Introduction**

It will set out a brief report; this section should include.

- o Background information.
- o The purpose of the report
- o its scope what the report will cover.

#### **5. Methods And Findings**

You have conducted the original research, include a section about your methods. After this method, you will need to explain your findings. This section will present the results, making sure to cover all of the main points.

#### **6. Conclusions And Recommendations**

The last section of your report will cover the conclusion and recommendations. The conclusion section should summarize. You should also recommend a potential course of action based on your outcome, the objectives are placed out in your brief.

## 7. References

You have used any party sources while writing your report. This could incorporate different reports, scholastic articles, or even news reports. The key is to demonstrate the reader what you have put together your discoveries and ends with respect to.

## 8. Appendices

At last, you may have accumulated additional documentation during your examination, for example, talk with transcripts, showcasing material, or money related information, counting the majority of this in your first report. You will make it inordinately long and unfocused; however, you can add it to a reference section toward the finish of the record. It will at that point be accessible should your perused/ reader need to see it.

## Take Help From The Professionals

Sometimes writing a report is very overwhelming because of the deadlines. If you face the same problem then don't be afraid, just take help from the business report writing professionals those are serving Business Report Writing help from many years.

Thanks.