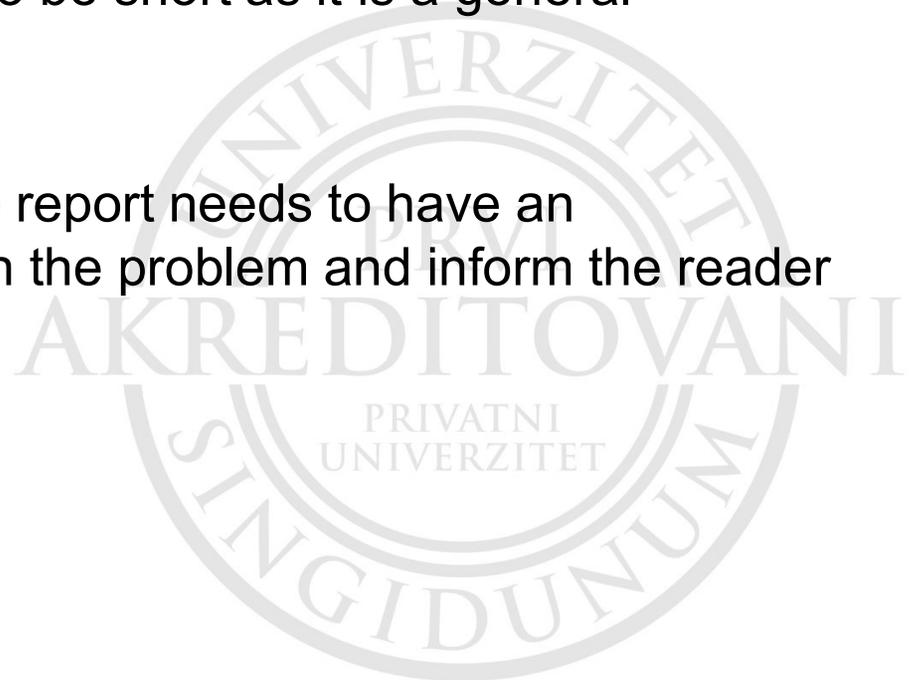


## Week 14 – Report writing

The main sections of a standard report are:

- Title Section
- Summary: The summary consists of the major points, conclusions, and recommendations. It needs to be short as it is a general overview of the report.
- Introduction: The first page of the report needs to have an introduction. Here you will explain the problem and inform the reader why the report is being made.



## Week 14

- **Body:** This is the main section of the report. There should be several sections, each clearly labeled with a subtitle. Information in a report is usually arranged in order of importance with the most important information coming first.
- **Conclusion:** This is where everything comes together.
- **Recommendations:** This is where you discuss any actions that need to be taken. In plain English, explain your recommendations, putting them in order of priority.

<http://grammar.yourdictionary.com/style-and-usage/report-writing-format.html>

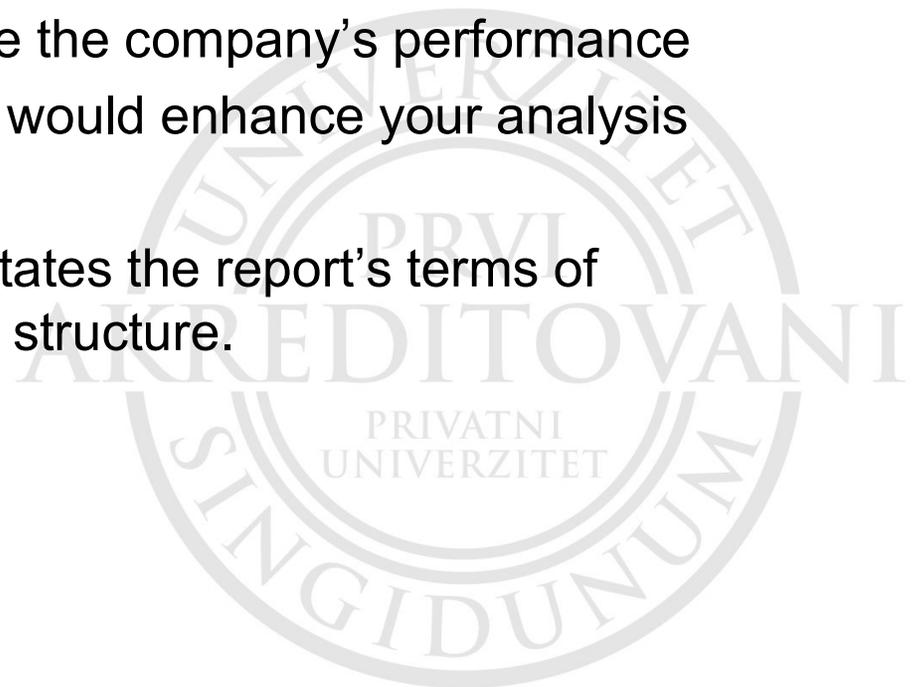
*Source Guy Brook-Hart, Business Benchmark, Student's Book*

## Week 14

Writing task: Report on company's performance

- carry out a thorough analysis of the company's earning power
- evaluate from your analysis the profitability of the company
- comment on what you believe to be the prospects of the company
- make recommendations to improve the company's performance
- identify two other resources which would enhance your analysis

**INTRODUCTION** - The introduction states the report's terms of reference and outlines the report's structure.



## Week 14

**BODY** - This section of the report has headings and subheadings which reflect the contents of each section. For example, the main heading for the body of one report was Analysis, while the subheadings were earning power, liquidity and credit management, inventory management and debt management

**CONCLUSION** - The conclusion of a report details the report's findings and it should also include recommendations. Recommendations can be written in prose, or can be presented as 'bulleted' information.

(Fletcher J. & Gowing, D. (1979). Effective Writing for Accountants, The Institute of Chartered Accountants in England and Wales: London.)