

UNIT 17 – Report on stress in the workplace

Your human resource director has asked you to write a brief report (120 – 140 words) based on statistics presented on page 85.

Before writing discuss the following issues:

- What do you think are the main causes of work-related stress, and what can employers do to reduce it?
- How do you think stress affects business performance?

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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.

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- **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