

# Business Report

*Learn how to create a great business report*



**Your Name**

17.06.2021

Name of the company

## **A business report should include the following sections:**

### **Title page, including:**

- Name of report
- Your name
- Name of your company and client's
- Date report was delivered

### **Table of contents, including:**

- Each section of the report and its page number

### **Executive summary, including:**

- An overview of your Issues, analysis and solutions

### **Introduction, including:**

- Purpose of report
- Problems to be covered
- Methods to be used

### **Analysis of issues, including:**

- A list the issues and analysis of each, including stats and data

### **Data**

In this section you can include any graphs, tables, stats, images - anything that will support your analysis.

### **Recommendations**

## Conclusion

Summarise your analysis and recommendations

## Appendix (optional)

References, photographs etc. belong here