

# **Report writing**

Business reports are often a common part of many peoples' work responsibilities. There are several types of work reports that you may be required to write, including daily work reports, sales reports and analyses. While there is no set format for writing work reports, there are certain steps you can take to ensure you compose the most effective and professional report possible.

## **What is a work report?**

A work report is a formal document that discusses information about a specific topic related to an aspect of your job. Most work reports are addressed to a particular audience such as a manager. The report should come with a set of specific instructions to be completed.

## **What sections should your report include?**

A typical report is made of a series of sections. Here is an example:

1. Title or title page
2. Executive summary/abstract that briefly describes the content of your report (long report)
3. Table of contents (if the report is more than a few pages)
4. An introduction describing your purpose in writing the report
5. A body paragraph/s where you include the information you are conveying with the report
6. Conclusion or recommendation depending on the purpose of the report

## **Language**

Use clear and concise language when writing your report. Try to get the point across as clearly and quickly as possible and use simple yet professional language. For example, rather than saying "*you might find it helpful to regularly refresh your inbox to stay up-to-date on emails,*" you could say "*regularly refresh your inbox.*"

# **Report template**

**Introduction:** Your introduction should summarize what you will cover in the report as well as your reason for writing the report (objectives). Be as specific and concise as possible when writing your introduction so that the reader can clearly understand what they will find in your report.

**Body:** For the body of your report, you should focus on detailing the information you wish to convey. You can include results, conclusions and findings that were made related to a project.

**Recommendations:** In this section, you should list your recommendations based on the conclusions or results of a project or that will solve a particular issue. For example, you may write "*spend one hour training employees on the new handbook each week*" as a recommendation.

**Conclusion:** Conclude your report by summarizing the findings or results discussed and reiterating the most important recommendations.

# **Report example**

## Introduction

*This report is to provide an update on the XYZ project that is due on December 5th. This project will result in the creation of a new employee handbook that will include updated rules and regulations as well as the approved increase of paid-time-off. This handbook will work to increase employee awareness of workplace expectations as well as inform them of the new benefits that have recently been implemented.*

## Summary of work completed:

*As of this date, I have completed the following for the XYZ project:*

- *Verified all information that will be in the handbook with upper management and HR*
- *Drafted a table of contents*
- *Formatted layout of handbook*
- *Composed the first 12 pages of handbook*

## Tasks to be accomplished by November 12, 20XX:

- *Compose five more pages of handbook.*
- *Proofread and edit all pages that have been completed up to this date.*
- *Have the manager of Human Resources read handbook content to ensure accuracy.*

## Conclusion

*The XYZ project is on track to be completed by the scheduled date. This project currently has no obvious obstacles or issues, but if they should arise they will be promptly addressed.*