



# BUSINESS REPORT WRITING

- Be sure to focus on what the reader needs to know, making clear, feasible recommendations.
- Remember to support your ideas with facts and to explain short and long term results.
- You need to show that you have investigative skills, can interpret results and write with conviction. In an objective report you may use personal pronouns (I, we, you) in the covering letter but not in the body of the report.
- Although there are various styles of report writing, depending on your audience's needs, they incorporate the following sections.

## Report structure:

### This is the structure of an inductive report

1. Covering Letter or Memo (*optional, depending on assignment instructions*)
2. Title Page
3. Executive Summary
4. Acknowledgements (*optional*)
5. Table of Contents
6. Introduction
7. Discussion
8. Conclusions
9. Recommendations
10. References
11. Appendices

**A deductive report structure** have the same parts as above, but presenting 'Conclusions' & 'Recommendations' before the 'Discussion' section

**Salary Increments for Tutors  
At Victoria University  
(22.06.2020)**

By: S.J. Westpac  
To: Dr R. Richardson  
Paper: XXX111  
Exploitation in Business

## Title page

The example above illustrates a recommended layout



### Related resources:

Structure of an essay  
Structure of a paragraph

### Te Taiako | Student Learning

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### Executive Summary

Here you set out the theme of your report and briefly summarise the content and conclusions. Readers should be able to immediately grasp key objectives, main points and recommendations without having to read the report itself. Use key words to signal each section of the report:

**Executive Summary:**  
This report **focuses** on the current funding policies for university tutors. Based on an **investigation** of the practices in two faculties at VUW, as well as comparable institutions in Australia and the USA, it **recommends** establishing a common salary scale for tutors campus-wide.

### Acknowledgements

In some reports it may be appropriate to acknowledge support given by people or organisations during the report preparation.

### Table of Contents

This should clearly show how the report is organised and indicate its scope and emphases.

#### A Well-presented Table of Contents:

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2.1	Tutors' Roles & Responsibilities	3
2.2	Variance of Tutors' Salaries	6
	2.2.1 Faculty of X	7
	2.2.2 Faculty of Y	9
2.3	International Experiences	10
	2.3.1 Australia	10
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3.	Conclusions	13
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6.	Appendix A: Present Tutors' Salary Scale	20
	Appendix B: Proposed Salary Scale	21

## Introduction

Your introduction should include the following:

- An identification of the subject and context.
- A description of relevant background material or problems or issues to be reported on.
- The report's objectives.
- The overall solution to the query explored in the report.
- The scope or extent of investigation of the report.
- The limitations of the report and any assumptions.

## Discussion (= what you know)

Here you present your evidence or research findings for the reader's consideration.

- Your discussion should be divided into numbered logical units with informative headings.
- Your Discussion should explain why certain issues have been identified as problems, show your preferred solutions and present the short and long term benefits of your Recommendations.

This section presents the facts, without expressing your opinion. It is advisable to link theories with practical issues to give weight to your analysis.

## Conclusions (= what you think)

Your conclusions must relate to the objectives set out in your Introduction, and evaluate the evidence presented in the Discussion section: *"Given the variety of roles tutors are expected to perform (as outlined in 2.2) and the inconsistencies in pay scales across faculties (see 2.3), then ..."*

When writing your conclusions be sure to:

- Number your points.
- Write the major conclusions first.
- Be brief and specific.
- Follow the facts in the Discussion logically.

## Recommendations (=what you propose)

These are only included in reports outlining a future course of action. They are your own personal views, based on the conclusions. They should include issues such as costs, location and acceptability with regard to standard policies or practices. Some of your recommendations should be able to be actioned straight away.

Recommendations should:

- Be numbered and arranged in order of importance
- Be brief, feasible and action oriented
- Relate directly to the Discussion and Conclusions (i.e 'Conclusion 3.1' should lead to 'Recommendation 4 .1').

## References

Format according to your School's preferred style. Auckland University's website, *Referencite*, <http://.cite.auckland.ac.nz>, offers guidelines on APA, MLA, and Chicago A styles.

Any works that you read but did not mention in the report need to be listed in a separate section headed Bibliography.

## Appendices

These should be attached to the end of the report, and may contain letters, graphs, maps or material, which illustrates aspect of the report that are too complex or detailed to put in the body.

- Be sure to number all appendices,
- Refer to them explicitly in your report e.g. "[see Appendix I for further details]",
- Ensure they relate to the aims of the report.

### References:

Emerson, L. (Ed.). (1995). *Writing guidelines for business students*. Palmerston North, N.Z: Dunmore Press.

Rountree, K. (1991). *Writing for Success: A practical guide for NZ students*. Auckland, NZ: Longman.