

# Business report

Reports are widely used across various university disciplines, such as sciences, business, and professional studies, as they serve as a powerful tool for conveying information effectively.

## Your report structure

### Important!

Your report's format and rules will be based on what your department or subject requires. Check your department's guidelines or assignment instructions first.

The following is a general business report structure:

### 1. Title Page

It includes report title, your details, and module info.

### 2. Executive summary

- Best to write this last - it's harder to summarise a piece of work that you have not written yet.
- An executive summary is a shorter version/a short summary of your whole report, around 10% of its length.

### 3. Table of contents

The contents page has a list of all the chapters, headings, and sub-headings with the corresponding page numbers so you can find each section easily in the report. Just make sure to stick to the same numbering system for your headings to keep things clear and consistent.

### 4. Introduction

- Sets the scene for your report.
- Clearly states the report's purpose, aim, and background.
- Defines terms and outlines research scope and limits.

### 5. Discussion

- This is where you really analyse the data you collected and the results you found.
- Here you critically analyse your results.
- You need to take a close look at what your results mean in comparison to the goals and objectives (or hypotheses) you set at the start.
- Make sure to organise this section logically.

### 6. Conclusion

- In your conclusion, don't bring up anything new.
- Wrap up your main points and findings.
- Remind the reader why your report is important and highlight the key issues or arguments from your research.
- You can also suggest ideas for future research or ways to improve on the current study.

### 7. Recommendations

- You could add a separate section about recommendations.
- Outline the actions you think should be taken based on what you've concluded.
- Make sure these actions are clear and specific.

### 8. References

- Lists all referenced sources.
- Follow your departmental/module handbook's referencing style.
- Contact your [Subject Librarian](#) for referencing advice.

### 9. Appendices

- Includes supporting evidence not in the main body of the report.
- The appendices could have all the evidence that backs up your research, like interview transcripts, surveys, questionnaires, tables, graphs, or other charts and pictures that you don't want to put in the main part of the report but might talk about in your discussion or results sections.

