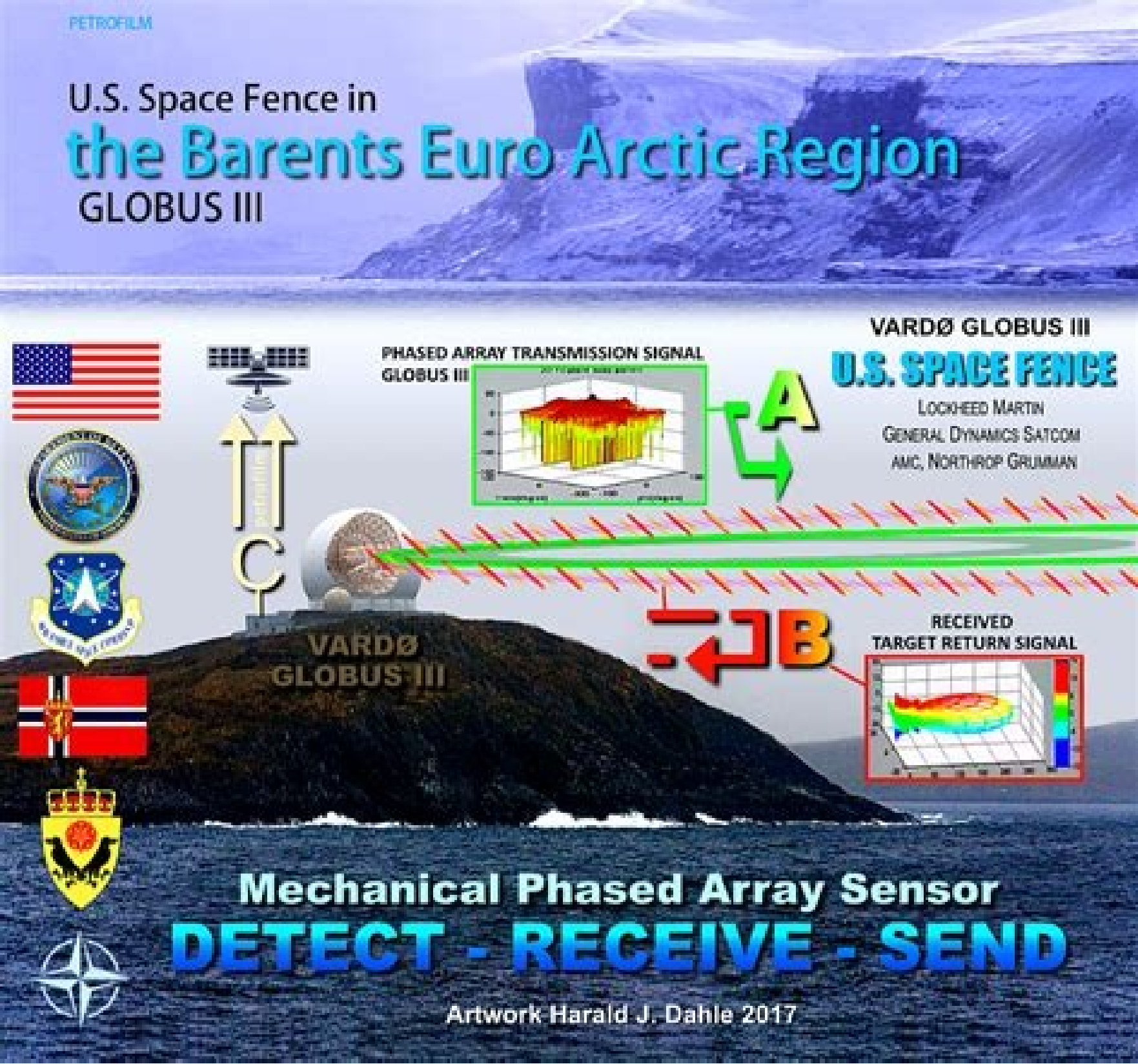


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What are reports in business communication. What are the four types of business communication. What are the 3 categories of business communication. What are the types report. What is special report in business communication.

Managing Your Business Writing Annual Reports for Your Business Small companies use annual reports to let shareholders and constituents know how the company is doing financially and what they can look forward to. Find out how to prepare an annual report that reflects well on your company. Managing Your Business Creating a Website Affiliate Agreement Affiliate programs are where one website drives web traffic to another site for the purpose of having customers purchase from the second site. Learn about affiliate programs and what should be included in a website affiliate agreement. Managing Your Business How to File an Annual Report In many states, corporations, LLCs and other business entities must file an annual report. Learn more about annual reports and follow our step-by-step guide to preparing and filing one. Business reports are actual documents that inform by summarizing and analyzing a particular situation, issue, or facts and then make recommendations to the group or person asking for the report. The goal of these reports is usually one of the following: To examine potential and available solutions to an issue, situation, or problem To apply business and management theories to produce different suggestions for improvement To show your evaluation, reasoning, and analytical skills in recognizing and considering possible solutions and outcomes To make conclusions about an issue or problem To produce a range of suggestions for future action To present clear and concise communication skills Keep in mind that with business reports, you'll get several possible solutions instead of just one. Your job would be to identify and weigh-up the cost and benefits of each solution for the organization in the form of a business report. How to Write a Business Report? A business report uses headings and subheadings, as well as tables, diagrams, and bullet points, if needed, to make the data easy for the reader to understand. The main function of the report is to communicate relevant information and facts clearly, quickly, and efficiently. Don't forget the target audience while writing the report – is it aimed only for the CEO or the entire staff? This will help you adopt the right level of formality, objectivity, fairness, and sensitivity. A business report can include some of the following sections: What Are The Types of Business Reports? There are many different types of business reports, depending on the business' needs and situation. Here are some of the most common: Informational Reports You ask for this report when you want objective information on something. It presents non-biased facts without explaining the reasons and the possible outcomes of a situation. It is the ideal business report for learning things such as the number of employees, the role each of them plays in the company, or the departments the employees work in. Analytical Report This type of business report is usually required when a company is trying to make an important decision. An analytical report analyzes the company's situation, presenting relevant information, explanations, and conclusions. It helps the company to make good decisions going forward. Research Report This is the most comprehensive type of business reports required when a company considers trying something new, such as going into a new geographical area or offering a new product. A team of specialists or researchers are given a topic and asked to find all the relevant statistics and details obtained from an informational report, followed by a detailed analysis of the data found in the analytical report. The conclusion of the research report will be based on the available data obtained from the analytical and informational reports. Explanatory Report This report is required when you want to explain a topic or situation so that everyone can understand it. For example, you can write it to explain the research you've conducted. Along with the table showing the results, you should include the reason for the research, sample sizes, methodology, etc. After explaining the results, you should briefly summarize the findings. Progress Report You want this report to show how things are going at the moment. A progress report isn't based on analysis or tons of research. Instead, they are an update for the person who needs it. One example of this could be a weekly report disclosing the progress made throughout the week and what tasks you're looking to work on in the upcoming week. To Sum Up Every business or enterprise needs business annual reports to see how things are working right now, and what adjustments can be done to improve the situation. They provide a summary or analysis of a particular situation or issue and give specific recommendations for further improvement. As per Stacy (research analyst at Best Reviews List), You should know how to write a business report to ensure the best results, as well as choose the right type of report you need for every situation. The business reports are classified on many basis. Such types of business reports are briefly explained. Image: Types of Reports in Business Communication Reports on the basis of Importance or Frequency The reports are classified into two types. They are ordinary or routine reports and special reports. 1. Ordinary or Routine Report Ordinary reports are prepared and presented before the managing director at specific intervals or to the next authorized person in the business routine. The reports shall be submitted either daily, weekly, fortnightly, monthly, quarterly, bi-annually or annually. This type of report contains mere statement of facts in detail without any opinion or recommendation of the reporter. Examples for routine reports are Report of Directors to the Annual General Meeting, Auditor's Report to the Annual General Meeting, Sales Report, Production Report and the like. 2. Special Report This type of report is prepared and presented before the top management on specific request. It usually contains the opinions or recommendations of the reporter with the help of facts and arguments. Examples for special report are opening of branch, introducing a new product, Improving the quality or changing the shape or size of the product and the like. Reports on the Basis of Legal Formalities The reports are classified into two types. They are formal report and informal report. 1. Formal Report Formal report is prepared in a prescribed format and presented before the competent authority in an established procedure. Reports submitted by officials or committees of constituted bodies (example: Companies, Cooperative Societies, Local Bodies etc.) are usually formal report. 2. Informal Report Informal report is prepared in a format of the convenience of the reporter and presented directly before the required person as and when demanded. An informal report is presented as in the form of letter or memorandum. Generally, it takes the form of a person to person communication. The formal reports are classified into two types. They are statutory report and non-statutory report. Reports on the basis of Function The reports are classified on the basis of function into two types. They are informative and interpretative. 1. Informative Report An informative report is prepared and presented with the help of available information at the maximum with regard to an issue or situation. 2. Interpretative Report An interpretative report is not only contains the facts, views and opinions of reporters and others but also includes the causes for an issue or an event and required remedial action with recommendations. Reports on the basis of meetings Whenever a meeting is organized in any business organization, a report is prepared by the secretary or any other individual about the proceedings of the meeting. Such reports are classified into two types. They are Verbaton Report and Summarized Report. 1. Verbaton Reports A verbaton report is a complete word by word record of all discussions made at a meeting. For example, Appointment of an Auditor. A resolution is passed in the meeting. Likewise, Directors are appointed and the remuneration and perquisites of key personnel are fixed by passing a resolution. In this case, a report is prepared by including the verbaton record of the resolutions passed with the names of the proposers and seconders, manner of voting and results. However, the verbaton report should not be confused with the minutes of the meeting which is the official record of the proceedings and the decisions arrived at in the meeting. 2. Summarised Report A summarized report is prepared with the help of the essential details discussed in the meeting. This type of report is prepared for sending to the press or to shareholders of the company or members of the institution. Reports on the basis of Nature of the Subject dealt with The following reports are included in the report which are classified on the basis of the nature of the subject dealt with. 1. Problem Solving Report A problem may arise in any one of the department or in the whole organization. Hence, the top management may seek a report for solving the problem. When, the reporter collects various information to find the causes for such problem. Moreover, the report is concluded with the ways of solving the problem. Such type of report is called Problem Solving Report. 2. Fact Finding Report A machine may be breakdown in the factory premises. Sometimes, there may be a rivalry between the two group of workers. Now, the management wants to know the real reason for machine break down and group clash between the workers. In this case, the reporter analyze the incident through detailed investigation and find the truth. Finally, the reporter presents the facts in the report form before the top management. 3. Performance Report The business organization wants to know the performance of each department periodically or performance of a branch or performance of newly appointed employee or performance of existing employees for promotion, transfer and the like. The management is not in a position to take a decision without knowing the performance. Hence, a reporter is asked to prepare the performance report for anyone of the reasons mentioned above. 4. Technical Report There is a lot of changes made in the technology. Whenever a company is going to introduce mechanical process instead of manual process, the level of technology required assessed. Sometimes a design may be changed in the existing product, if so, latest technology should be adopted. In this case, a detailed report is essential to top management for taking a decision. Such type of report is called Technical Report. Reports of Committees or Subcommittees Committees or Subcommittees are formed by the top management to prepare the report on any one of the issue. The followings are included in the reports of committee or subcommittee. Standing Committee Report Adhoc Committee Report Minority Report Majority Report 1. Standing Committee Report Standing Committees are permanent in nature and are entrusted to deal with some continuing aspects of the business organization. For example: Finance, Performance of Employees, Performance of Departments etc. These matters are continuously watched by the standing committee and submit the report at frequent intervals. 2. Special or adhoc Committee Report Special or adhoc Committees are appointed to deal with special investigation and are dissolved as soon as the presentation of report. Hence, the life of special committee is temporary. For example: Fire occurrence or Accident incurred within the factory premises. The causes for fire or accident are find out by forming special committee. 3. Minority Report Committees or

subcommittees are appointed to submit the report on the investigation of special subject. Generally, three members are selected to form a committee or subcommittee. One member being the chairman of such committee or subcommittee. If the members have different opinion or views over the subject matter dealt with, the dissentient member may append the notes of dissent or may submit a report separately. Such report is termed as Minority Report. Even though, the dissent members must sign in the majority report with dissent note. 4. Majority Report Generally, all the members of the committee or subcommittee including chairman have unanimous opinion among them. If so, only one report is prepared and presented before the responsible body. If not so, majority members of the committee or subcommittee have different opinion than minority members. In this case, majority members are going to submit a report before the responsible body. Such report is termed as majority report.

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