**Business Reports *Answer Key***

Business Reports are used to organize information in an accurate, timely, and concise manner in order to assist with the decision-making process in an organization. Business reports share characteristics and may also be customized for a particular use.

**Directions: While viewing the *Business Report Presentation,* fill in the following blanks.**

Informal reports may feature:

* Letter/memo format
* Minimal use of headings and visual aids
* Personal pronouns and contractions
* May be a few paragraphs in length
* Mainly for an internal audience

Formal reports may feature:

* A more standard format organized into separate sections
* Front and back sections along with the body of the report
* A greater number of headings and visual aids
* A length of greater than five pages
* Content designed for internal and/or external audiences

The key questions to ask when planning a business report are:

* What is the purpose of this report?
* Who are the readers of this report?
* What are the report’s main messages?
* How will the report be structured?

A business report may contain:

* A cover letter/memo
* A title page
* An executive summary
* A table of contents
* An introduction
* Conclusions
* Recommendations
* Findings and discussion
* A list of references
* Appendices