

Short Business Report:

This style is most like a typical report, perhaps called essay or thesis, that you learned in middle or high school. It should include:

- An executive summary. For a short report, this is probably one paragraph that summarizes (not introduces) the report. It should sufficiently overview the report so that an executive (who doesn't have time to fully read the longer document) gets the main ideas and conclusions of your report.
- An introduction paragraph, including a statement of purpose for the report.
- The length of the body of the report will be determined by necessity to convey the analysis and conclusions. As mentioned in the business report writing guide, use headings and subheadings frequently to ease the reader's task.
- A conclusion paragraph responds to the report's purpose and how the report has achieved it.

Tables, graphs, and figures do not count in the page count for the report.