

## Business Report Example For Students

### **Title Page**

* **Title of the Report**
* **Prepared for:** [Instructor's Name, Course Title]
* **Prepared by:** [Your Name, Your Student ID]
* **Date**

### **Executive Summary**

* A brief overview of the report's purpose, findings, conclusions, and recommendations. This section should be concise and no more than one page.

### **Table of Contents**

* A list of the major sections and subsections of the report with page numbers.

### **Introduction**

* **Background:** Brief background information about the company or situation being analyzed.
* **Purpose:** The purpose of the report and the specific issues it aims to address.
* **Scope:** The scope of the report, outlining what will and will not be covered.

### **Methodology**

* An explanation of the methods used to gather data, including research tools, surveys, interviews, or analytical models.

### **Findings and Analysis**

* **Findings:** Present the data or information discovered during your research. Use charts, graphs, and tables to support your points.
* **Analysis:** Analyze the findings in the context of the problem or issue being addressed. Discuss patterns, trends, and any anomalies found.

### **Conclusions**

* Summarize the main insights or findings from the analysis. Clearly state how these findings address the report's purpose.

### **Recommendations**

* Based on the conclusions, offer practical recommendations for action. Ensure these are specific, feasible, and linked to the findings.

### **References**

* A list of all sources consulted and cited in the preparation of the report. Follow a consistent citation style (APA, MLA, Chicago, etc.).

### **Appendices**

* Include any additional material that supports the report's content, such as raw data, full survey/questionnaire results, or detailed analysis. Each appendix should be referenced in the main body of the report.