
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.