

**Q1. What do you mean by Business Report?**

**Ans-** Business Report is an objective & planned presentation of facts to one or more person for specific business purpose.

According to lesikar and pettit `` A business report is an orderly objective communication of factual information that serves some business purpose. ”

**Q2. What are the features of Business report?**

**Ans-** Following are the features of business report :-

**1. ORDERLY-** A business report is not a casual exchange of information rather it is carefully planned, prepared & presented message.

**2. OBJECTIVE-** Objectivity means freedom from personal biasness, pre assumption, etc. A business report should always be impartial, objective & based upon facts.

**3. COMMUNICATION-** A business report is one of the ways of communication that involves transmission of meaning & various other information.

**4. ACCURACY-** A business report should provide accurate information to its various user. The facts figures of the report should be 100% accurate.

**5. BUSINESS PURPOSE-** A business report always serves some specific & significant business purpose. They are not written only for the sake of writing.

**Q3. What are the essential/ requisites of a good business report?**

**Ans-** Following are the essential of good business reports:-

**1. ACCURACY-** A business report should provide accurate information to its various user. The facts accurate information to its various user. The facts figures of the report should be 100% accurate.

**2. SIMPLE LANGUAGE-** This is another essential feature of good report. A good report is written in a simple language avoiding unclear words.

**3. RELEVANCE-** The facts presented in a report should not only be relevant but also accurate. Irrelevant facts makes the report confusing.

**4. CONCISE-** A good report should be concise but it does not mean that a report can never be long. Concise means writing the report shortly without compromising its meaning.

**5. COMPLETE-** The information given in the report should be complete. Incomplete information creates misunderstanding & misinterpretation among the readers.

#### **Q 4. What are the types of business report?**

**Ans-** Following are the types of business report:-

**1. ORAL REPORT-** Oral report is a type of business report in which information are presented with the help of spoken words.

**2. WRITTEN REPORT-** This is another important type of business report. In this report information are provided with help of written words.

**3. ROUTINE REPORT-** Routine report also called ordinary report are prepared & presented before the respective authority at specific intervals.

**4. SPECIAL REPORT-** This type of report is prepared & presented before the top management on specific request.

**5. FORMAL REPORT-** Formal report is prepared in a prescribed format & presented before the respective authority in a procedure established by the organization.

**6. INFORMAL REPORT-** Informal report is prepared in a format of the convenience of the reporter & presented directly before the required person as & when demanded.

#### **Q5. Mention the stages of report writing?**

**Ans-** Following are the stages of report writing:-

**1. Pre- writing stage-** Pre- writing stage involves planning the material to be written & facts to be collected of literature to be searched.

**2. Free- writing stage-** The next step of business report is free writing stage. In this stage we shall first write the draft & then write the actual report.

**3. Re- writing stage-** the last but one of the most important stage of report writing is the re-writing stage that involves review & revision of the first draft.

#### **Q6. Mention 2 important characteristics of business report?**

**Ans-** Two important characteristics of business report are :-

**1. ACCURACY-** A business report should provide accurate information to its various user. The facts and figures of the report should be 100% accurate.

**2. BUSINESS PURPOSE-** A business report always serves some specific & significant business purpose. They are not written only for the sake of writing.

**Q7. `` A business report should avoid the use of technical words'' comment?**

**Ans-** While preparing business report, technical words should be avoided because technical words are not appropriate for all the interested parties. Sometimes it may happen that the technical words used by the creator of the report is misunderstood by the reader. It is preferable to avoid technical words in business reports.

**Q8. What are the important points to be recorded for final drafting process?**

**Ans-** The important points to be recorded for final drafting process are:-

1. We should type the final copy of the document.
2. We should check the figures information inserted in the report.
3. We should check the spelling & grammar of the report.
4. We should complete the report before the stipulation time.
5. We should check if there is any technical words or double-meaning words if found so then it shall be immediately replaced with an alternative word.
6. Replace the long sentences & words with short & simple sentences.
7. We should also check our punctuation.
8. We should always favour active verbs over passive verbs.
9. Ensure that our message given in the report is logical.

**Q9. What is final draft?**

**Ans-** Final draft is the last stage of writing a report final draft is a final version of a report usually arises after a lot of editing & re-writing.

**Q10. What are the benefits/ importance/uses/significance of business report?**

**Ans-** Following are the important of business report :-

**1. PROMOTE BUSINESS-** Through market reports, satisfaction level of customers can be evaluated & necessary steps can be taken to increase their satisfaction. In this way reports can play a vital role in promoting goodwill of the firm.

**2. INCREASE THE SALES-** We know goodwill & sales are interconnected. Since business reports specially market reports helps in increasing the goodwill of the firm & we know that increase in goodwill means increase in sales. So, it is correct to say that a good business report also helps in increasing the sales of the business.

**3. INCREASE IN PROFITS OF THE FIRM-** There is a direct relationship between sales & profits of the firm. The more the sales, the more is the profits & vice versa. So, we can say that business report also helps in increasing the profit of the business.

**4. LONG TERM SURVIVAL-** Survival is the top most priority of every business organization. Goodwill sales & profits plays an important role in the survival of the business. Since, business report helps in increasing goodwill, sales & profits of the firm. So we can say that a good business report also helps in long term survival of the business.

**5. RECOMMENDATION :-** Recommendation of a business report helps the management in taking appropriate actions to solve the given problems.

**6. EVALUATION :-** Personal report helps to evaluate the performances of the individual with in the organization.

**Q11. What are the important points to be considered before writing a report/ in the pre-writing stage in the planning stage?**

**Ans-** Following are the points to be considered in the planning stage :-

1. To determine the message to be written in report.
2. To determine the objective of the report.
3. To determine the person to whom the report is written.
4. To determine the scope of the subject of the report.
5. To determine the styles to be followed for writing report.

**Q12. What are the points to be considered in the force-writing stage of the report?**

**Ans-** Following are the points to be considered in the force writing stage:-

1. The tone of the report should be polite
2. The use of technical & double meaning words should be avoided.

3. The targeted audience should be considered while reporting the report.
4. The objective of the report should be considered while writing report.
5. All types of mistakes should be avoided while writing the report.

**Q13. " Terms of reference facilities report writing comment [ 2018] ?**

**Ans-** Terms of reference provides the reason & the purpose for which the report was developed. This information helps the leader to understand the perspectives & motivations of the author of the report in providing information about the purpose of the report, the terms of reference will state the scope of the report.