

NAME: _____ DATE: _____

BUSINESS REPORTS

1. What is a business report and what do all business reports have in common?(2)
2. List four writing guidelines for business reports?(4)
3. What is the difference between an analytical report and an informational report?(2)
4. What is the difference between unbound and leftbound reports?(2)
5. List and explain three parts of a formal report.(6)
6. Describe the best use of pie charts, line graph, bar graphs and tables.(6)