



Learning support – Business reports

Example topic

Aim: To write effective business reports applying professional standards.

Tasks: Produce a short formal report, including conclusions and recommendations, to a professional standard using currently recognised formats for content and referencing. Produce a letter of transmittal using accepted professional standards for layout, structure and tone.

Instructions:

There are major parking concerns for staff on campus at Otago Polytechnic. On the one hand, there are not enough car parks for all staff; on the other hand, the management team knows that staff are very touchy on the subject since the majority consider access to a parking space a 'right' rather than a 'privilege'.

There are five parking areas at the Forth Street Campus. Currently parking is offered free of charge to staff on a 'first in, first served' basis. Staff who have not parked before 8.20 a.m. are not likely to find a space in the staff parks, and must compete with students and the public to find parking on the street. There are also problems with non-staff cars being parked illegally in the staff parks.

The polytechnic management team wishes to find solutions to these problems which are agreeable to all staff, as well as being financially viable. They are not willing to significantly reduce existing areas of lawn and garden.

Write a short analytical report examining the issues and making recommendations to the management team about ways to resolve the parking issues.

The Findings section of your report should be approximately 1000 words. The letter of transmittal should be approximately one page. Your report should include all the following sections, each of which should begin on a new page:

1. Title page
2. Letter of transmittal
3. Table of contents
4. Terms of reference
5. Executive summary
6. Procedure
7. Findings
8. Conclusions
9. Recommendations
10. Reference List
11. Appendices (optional)