

Business reports topics list and tasks

Do the task that your teacher tells you to with the list below, for example:

- Suggest other topics for business reports that aren't in the list
- Write a report on one of those topics for homework
- Discuss tips for writing one of those reports, then compare it to writing other kinds of reports such as those elsewhere in the list

Possible sections of your report

- Front cover
- Title page
- Executive summary
- List of contents/ Table of contents
- Introduction
- Background
- Method
- Findings
- Conclusion
- Recommendations
- References
- Appendix/ Appendices

- Audits
- Business plan
- Business processes/ procedures
- Business proposal
- (IOS) certification
- (Bringing about/ Implementing/ Responding to) change(s)/ innovation(s)/ disruption
- Collaboration/ Teamwork (teambuilding, etc)
- Compliance
- (Interdepartmental/ Personal) conflict (resolution)/ Mediation
- CSR (transparency, green issues such as carbon offsetting, etc)
- Customer satisfaction (survey) (UX, etc)
- (Reputational) damage (limitation)
- Diversification
- Downsizing/ Headcount
- EDI
- Efficiency/ Productivity/ Rationalisation
- Feasibility (study)
- Finance (cost cutting, ROI, revenue, sales/ turnover, etc)
- (Long-term/ Medium-term/ Short-term) forecasts
- Hot desking
- HR (training, recruitment, work-life balance, burnout, etc)
- Inspections
- Integration
- Inventory/ Stock
- (Long-term/ Medium-term/ Short-term) investment
- IT/ Tech (internet security, etc)
- Logistics
- Market conditions (market saturation, etc)
- Mission (statement)/ Mindset
- M&A
- Outsourcing
- Performance (reviews/ management)
- PR
- Priorities/ Prioritisation
- Product lifecycle (beta launch, phasing something in, phasing something out, etc)
- Product range/ Product line
- Purchasing/ Procurement/ Supply chain (management)
- (Market) research
- (Annual/ Quarterly/ Monthly/ Mid-year) results
- R&D
- Sales/ Marketing (POS, etc)
- Staff (satisfaction/ morale/ grievances/ retention)
- SWOT analysis
- (Long-term/ Medium-term/ Short-term/ Annual/ Quarterly/ Monthly) targets/ goals
- Wastage