

Finalizing Your Report

Business 310
Business Communications



Use the Template

- All reports must be done using the template that was provided
- If necessary, copy and paste your content into the template
- If you mess up, download the template again and start over

Proofread, Proofread, Proofread

- Helpful Techniques
 - Use spell check and grammar check, but don't rely solely on them
 - Read your report aloud
 - Let others read your report
 - e.g., peer review members, English tutors and/or IAs
 - Read once for content and once for spelling, grammar, and punctuation
 - Read it from right to left
 - This will force you to slow down and read word by word

Use Third Person

- Write sentences using third person
 - Examples: his, her, their, its, they, etc.
- Instead of writing “our company,” write “this company”
- Instead of writing “I,” write “this reporter”
- Use “one” or “people” instead of “you”
 - Example: One can see how these results...
 - OR: People can see how these results...

Focus on Topic

- Reread your topic paragraph
- Ensure that you are on topic
- Be sure to answer the prompt
- Make recommendations as needed

Quotations, Citations, and References

- Give credit where credit is due
- Include three direct quotations
 - Use quotation marks
- In-text citations are part of the sentences being quoted
 - Place a period after the citation (not before).
- Add quoted sources to Reference page
 - Use CitationMachine.net
- Place references in alphabetical order

Summarizing and Paraphrasing

- Alternative to directly quoting someone
- Won't count against your 90% originality requirement
- Summaries and paraphrases MUST be in your own words
- Include in-text citations
- Add sources to References page

Got Graphics?

- Include three tables, graphs, and/or figures to support your report
- Use Excel to create charts
- Use Word or Excel to create tables



Memo of Transmittal

- Lets the receiver know that you are submitting the report
- Does not summarize report

Table of Contents

- Follow instructions on template
 - Instructions are for Word 2003
- For Word 2007
 - References > Table of Contents > Automatic Table 2
- Check page numbers for accuracy

Executive Summary

- Write this section last
- Summarize the important parts of report in one page

Questions?
