

FORMAT OF BUSINESS REPORTS

Study the following introductory pages from a sample business report:

A sample title page from a business report

THE FUTURE OF SINCLAIR
A Study of the Potential Industrial Expansion
of Sinclair, Indiana

Submitted to
The Sinclair City Council

By
Industrial Research Associates

June 11, 1980

A sample table of contents from a business report

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A sample abstract (or brief summary) from a business report

ABSTRACT

After an extensive study of the pertinent factors, Industrial Research Associates concludes: (a) that Sinclair's most likely source of industrial expansion is the attraction of new industry, (b) that certain "light" industries are the most likely to be attracted, and (c) that as a result of such attraction, economic conditions in Sinclair will improve sharply. We recommend that a reputable public relations firm, one specializing in industrial relocations, be retained by the City Council to implement these conclusions.

When writing a title page, a table of contents, and an abstract for an imaginary business report, please feel free to adapt the material in this model report.