



# **Contemporary Business Report Writing**

By Iris I. Varner



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Business reports are increasingly vital tools in today's strategic business decisions. A well-researched, well-written, and well-presented report or study may be key in the decision to approve a project or policy. Contemporary Business Report Writing provides you the tools to write business reports with power and impact. Beginning with the fundamentals of writing, the book teaches the process of drafting, revising, editing and producing a variety of reports, including feasibility studies, business plans, and employee manuals, as well as how to plan and conduct research for maximum effect in a finished report. Communication techniques and skills are also included to help you translate the content of your report into a concise and compelling presentation.



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