



How to Write a First Class Report

Learning how to write a first class report includes several steps the writer has to take into account. The first thing, as many writers of guides on writing reports suggest, is to acknowledge the role of the introduction. The introduction is the most important part of learning how to write a first class report because it has to define the theme of the report and set the readers' expectation. Usually, the introduction is the part that is read, focusing the reader's attention on the points discussed within the essay itself. Consequently, the introduction has to incorporate information like:

- The key elements that will be presented in the report;
- The primary objective and the way chosen for meeting that objective;
- Key areas of interest for the reader;
- The motive for selecting a specific company, business or industry and if they are preset, explaining the motive for choosing the certain examples you have studied;
- The report course;
- Key presumptions in case the referrals you have chosen fail to cover all the aspects you have aimed to present.

In the process of learning how to write a first class report, you have to keep in mind that to create a good report you have to produce a robust structure because such a structure has the role of outlining the general discussion. In this regard, grouping similar aspects or problems is essential, allowing the reader to locate places of interest more easily.

It is important to define every section of the report and analyse key areas and the most important findings that will create a strong impact on the development of points of interest. The order of titles and subtitles should be carefully considered, with suggested analytical statements accompanying each one. To test the necessity of every component of the developed structure, you have to ask yourself questions such as:

- Is every component necessary?
- Are all the items incorporated?



- Are the matters in question hierarchically presented? The important factors may be included in separate sections, whereas minor factors may be grouped into a single section.

When studying how to write a first class report, it is very important to employ a critical viewpoint and cite various academic sources. The use of arguments presented by different experts and academics suggests the writer's depth of knowledge. However, extensive citations of critics tend to put the author's arguments in shade. Use your critical arguments to back up your own opinions, compare your arguments with evidence brought by specialists or use bibliographical sources to create the basis for presenting new ideas.

When learning how to write a first class report about the evolution of a specific industry or about the strategy of a company, it is very important to use statistical data. The usage of statistical data helps explain the ideas that the author is trying to elaborate.

It is important to take into consideration the amount of data and its assimilation by the reader. The writer has to acknowledge the fact that a teacher does not have the time to read between the lines or guess what the author had in mind in the first place. Every teacher has a large number of reports to grade and he will usually scan the report using the keywords. One should not expect preferential treatment, therefore, in order to create an eye catching report, it is recommended to use visual tools like figures, tables and graphs. These tools will help the reader understand more easily what the author is trying to explain, contributing to the creation of a connection for comparative analysis.

When learning how to write a first class report, the writer must have in mind the following:

- To ease the understanding of the presented data. If the explanations are not clear enough, certain tools might add difficulty;
- To limit the number of graphical tools, because immoderate use can create a negative impression;
- To present the text in an appealing manner, which will improve the final mark.

The use of graphical tools might be the only way to present market shifts, financial evolution and growth, maintaining the stability and explanatory properties of the report.

Mastering how to write a first class report is not complete without acknowledging the value of a well-written conclusion. The conclusion can clarify information, draw attention to essential findings and indicate points of interest.



Information gathering

When learning how to write a first class report, the first challenge is accessing the information. The issue becomes more drastic when private companies are implicated, because the information about them is not made public. Bear in mind that, when the selection of a company is required, it is highly recommended to select a public firm. When the firm or industry is selected, it is indicated to start with review of annual reports; for additional information, websites such as [Google Scholar](#), [Google Books](#) and [Springer Link](#) are recommended. Information such as the CEO statements, profit and loss data will prove to be priceless in acquiring essential data regarding the origins of competitive advantages, industry trends etc.

Another rule when learning how to write a first class report is to respect the formatting style requested by your instructor. If the specifications are not satisfied, there is a chance that you will obtain a lower grade. If there are no style format requests, then it is recommended to use either [Harvard](#) or [APA](#), these two being the most frequently used in academic reports.

Revision

If you know how to write a first class report, you accept the importance of the revision stage. Once your report has been completed, it is of great importance to revise it, in order to correct grammar, spelling or logic flow problems. To do this you can re-read the paper several times yourself, ask friends to help you find errors, and use a spell check or have the text revised by a professional. If lack of time is your problem, or lack of inspiration, you can seek help with the Academic Science [editing and proofreading section](#) at reasonable [prices](#), or use the Academic Sciences [essay writing section](#).