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312 Chapter 9 Writing Reports Types of Reports A report is a document that provides facts, opinions, or ideas about a specific topic or problem. Reports are business tools that help managers make decisions and solve problems. Reports can be classified according to their style, purpose, and format. Style

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Chapter 3 - TRAFFIC REGULATIONS AND RULES OF THE ROAD Article 9 - ACCIDENTS AND REPORTS § 63-3-401 - Duties of driver involved in accident resulting in personal injury or death; offenses and penalties § 63-3-403 - Duties of driver involved in accident resulting in property damage to attended vehicle; offenses and penalties ...

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This is “ Business Writing in Action ” , chapter 9 from the book Communication for Business Success (v. 1.0). For details on it ... For example, use a salutation like “ Dear Ms. X ” (external) or “ Hi Barry ” (internal). ... This chapter is designed to introduce you to the basics of report writing.

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MS Excel Exercise 1: Formulas & Functions

The format of a report depends primarily on its _____, _____, _____, and _____ length, topic, audience, and purpose. Used for short informal reports addressed outside an organization. Which format would be MOST appropriate? letter format. You are writing a short informal report that will stay inside your organization.

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