

## The Case Analysis

### A Brief Overview of the Case Analysis

The case analysis is a common assignment across a number of business courses, particularly those at the 300, 400, and graduate levels. A case analysis shows your professor that you (and your group, if assigned as a collaborative project) can think through a real-life business problem or decision-making process in a logical, professional, ethical, and informed manner. Your primary purpose, then, is to apply your critical-thinking skills and business expertise to a problem faced by a real company and propose a logical, realistic solution.

Your primary audience is your professor; however, a successful case analysis keeps the needs of a real-life businessperson in mind. Your professor likely has the knowledge and background to understand the problem and know which solution would be most effective. However, your professor is interested in seeing how well you can explain and justify your decisions, much as you would need to do in a real-world business setting. Therefore, you should include enough detail throughout the report that a non-expert, non-professor businessperson can follow your thinking process and enact the solution you propose.

All business writing should be done with an eye toward professionalism. After all, outside of the university (and sometimes for academic courses), the audience for your writing will be a colleague or client. Your writing should not be overly formal, but rather should communicate with the reader in a respectful and efficient manner. Typically, the emphasis of business writing is on ideas, things, and the reader; references to the writer, first-person ("I," "me," and "my") or otherwise ("the writer believes...") should be used sparingly.

### Structure and Format

Your professor's assignment sheet will likely detail exactly what should be included in your case analysis, so you should read it carefully and refer to it frequently during your writing process. Generally, however, your document will be split into sections, each with its own heading. Those sections are typically:

#### Table of Contents

The table of contents lists each section of the report and the page number on which each can be found. Each sub-section of the report should be listed, as well as each visual aid you might include in the appendix.

#### Abstract

The abstract briefly describes the company or organization you studied, the problem it faced, the thinking process you followed, and the outcome or solution you propose. In business writing,

*The purpose of a case analysis is to show your professor that you can think through a real-life business problem or decision-making process in a logical, professional, ethical, and informed manner.*

*Your professor may not require an abstract or table of contents. Refer to the assignment sheet to ensure you include all the sections required by your professor.*

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