

# Quick Learning Guide

Excellence in Business Communication, 9th Edition

## Chapter 11

Planning Reports and Proposals

### SUMMARY OF LEARNING OBJECTIVES

- 1 Adapt the three-step writing process to reports and proposals.** The comprehensive nature of the three-step process is ideal for the work involved in most reports and proposals. Use all the advice you learned in Chapters 4 through 6, with added emphasis on a few specific points for longer documents: (1) identify your purpose clearly to avoid rework, (2) prepare a work plan to guide the research and writing tasks, (3) determine whether a separate research project might be needed to gather the necessary information, (4) choose the appropriate medium (or media, in some cases) for your audience, and (5) organize your information by selecting the best approach for an informational or analytical report.
- 2 Describe an effective process for conducting business research, and explain the difference between primary and secondary research.** Begin the research process with careful planning to make sure you focus on the most important questions and identify the best place to find answers. Then locate the data and information, using primary and secondary research as needed. Process the results of your research, analyzing both textual and numeric information to extract averages, trends, and other insights. Apply your findings by summarizing information for someone else's benefit, drawing conclusions based on what you've learned, or developing recommendations. Finally, manage information effectively so that you and others can retrieve it later and reuse it in other projects. Primary research is research that is being conducted for the first time, whereas secondary research involves information that was originally gathered for another research project or another effort.
- 3 Provide five guidelines for conducting an effective online search.** First and foremost, you need to read and understand the instructions for using each online research tool because they vary widely and may not search for or display results in the manner you expect. Second, pay attention to the details because even minor aspects of searching can influence results dramatically. Third, review search and display options carefully to optimize results. Fourth, try variations on your search terms if you can't find what you're looking for. Fifth, try narrower or broader searches to adjust the scope of what you're looking for.
- 4 Describe the major tasks involved in processing and applying your research results.** In most cases, you need to process your research results in some fashion before applying them in reports and presentations. The three basic ways to process verbal information are quoting (using someone else's word directly, with appropriate attribution), paraphrasing (restating someone else's words in your own language), and summarizing (creating a shorter version of an original piece of writing). Processing numeric data can involve a variety of statistical analysis techniques. Three basic computations are the mean (what people mean when they say "average"), the median (the midpoint in a series, indicating an equal number of lower and greater values), and the mode (the most frequently occurring value in a series). Processing results can also involve looking for trends and distinguishing causal relationships from correlations and mere coincidences. Research results can be applied in several ways, depending on the purpose of the report or presentation. A summary is a shortened version of one or more documents, research results, or other information; it filters out details and presents only the most important ideas. A conclusion is your analysis of what the findings mean (an interpretation of the facts). A recommendation is your opinion (based on reason and logic) about the course of action that should be taken.
- 5 Explain how to organize informational reports and website content.** Most informational reports use a topical organization, arranging material by comparison, importance, sequence, chronology, spatial orientation, geography, or category. To help ensure effective organization of websites, start by planning the structure and navigation paths before writing the content. Next, make sure you let readers be in control. Give them plenty of navigational flexibility so they can create their own paths according to the information they find interesting and useful. Don't force them to follow a rigid page-by-page scheme. Finally, break your information into chunks that can be scanned and absorbed quickly.
- 6 Discuss three major ways to organize analytical reports, and explain how to plan proposals.** The three most common ways to organize analytical reports are by focusing on conclusions (using the direct approach to present your conclusions immediately), focusing on recommendations (also using the direct approach), and focusing on logical arguments (using the indirect approach to build up to your conclusions or recommendations). The single most important factor to consider when organizing a proposal is whether the proposal is solicited or unsolicited. For a solicited proposal, the direct approach is nearly always better because the audience expects and wants to read your proposed solution. For an unsolicited proposal, the indirect approach is usually better because the reader isn't expecting the proposal and may not agree with you that a problem or an opportunity even exists.

### THE BIG IDEAS

- Most business reports use the direct approach; use the indirect approach when you need to build support for your main idea.
- Researching without a plan wastes time and usually produces unsatisfactory results.
- Evaluate your sources carefully to avoid embarrassing mistakes.
- Start your research by conducting secondary research first.
- Much of the information online has not been subjected to rigorous quality controls, so try to confirm your findings with multiple sources.
- Specialized search engines can help reach the hidden Internet.
- Proper documentation of the sources you use is an ethical responsibility.
- For a survey to produce valid results, it must be based on a representative sample of the population of interest.
- Quoting a source means reproducing the content exactly and indicating who created the information originally.
- Paraphrasing is expressing someone else's ideas in your own words.
- Summarizing paraphrases and distills the content into fewer words.
- A conclusion is a logical interpretation of research results.
- A recommendation is a suggested course of action.
- Informational reports are used to monitor and control operations, to implement policies and procedures, to demonstrate compliance, and to document progress.
- In planning and writing website content, the unique nature of online communication requires special consideration.
- Analytical reports are used to assess opportunities, to solve problems, and to support decisions.
- Proposals always compete for something—money, time, attention, resources, or other considerations.

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**LL Leslie**



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*Swimming Made Easy* Terry Laughlin, 2001      *The AT&T Documentation Guide*, 1993-06 Catalog of the most often requested AT T documents      *Get Better Faster* Paul Bambrick-Santoyo, 2016-07-25 Effective and practical coaching strategies for new educators plus valuable online coaching tools Many teachers are only observed one or two times per year on average and even among those who are observed scarcely any are given feedback as to how they could improve The bottom line is clear teachers do not need to be evaluated so much as they need to be developed and coached In *Get Better Faster* A 90 Day Plan for Coaching New Teachers Paul Bambrick Santoyo shares instructive tools of how school leaders can effectively guide new teachers to success Over the course of the book he breaks down the most critical actions leaders and teachers must take to achieve exemplary results Designed for coaches as well as beginning teachers *Get Better Faster* is an integral coaching tool for any school leader eager to help their teachers succeed *Get Better Faster* focuses on what is practical and actionable which makes the book's approach to coaching so effective By practicing the concrete actions and micro skills listed in *Get Better Faster* teachers will markedly improve their ability to lead a class producing a steady chain reaction of future teaching success Though focused heavily on the first 90 days of teacher development it is possible to implement this work at any time Junior and experienced teachers alike can benefit from the guidance of *Get Better Faster* while at the same time closing existing instructional gaps Featuring valuable and practical online training tools available at <http://www.wiley.com/go/getbetterfaster> *Get Better Faster* provides agendas presentation slides a coach's guide handouts planning templates and 35 video clips of real teachers at work to help other educators apply the lessons learned in their own classrooms *Get Better Faster* will teach you The core principles of coaching Go Granular Plan Practice Follow Up Repeat Make Feedback More Frequent Top action steps to launch a teacher's development in an easy to read scope and sequence guide It also walks you through the four phases of skill building Phase 1 Pre Teaching Dress Rehearsal Phase 2 Instant Immersion Phase 3 Getting into Gear Phase 4 The Power of Discourse Perfect for new educators and those who supervise them *Get Better Faster* will also earn a place in the libraries of veteran teachers and school administrators seeking a one stop coaching resource      *Resources in Education*, 2001      **University Physics** Hugh D. Young, Roger A. Freedman, 2000 This work aims to enable students to develop physical intuition and strong problem solving skills In addition it points out the conceptual and computational pitfalls that commonly plague beginner physics students      *Japanese Made Easy* Tazuko Ajiro Monane, 2019-10-15 This is a self study guide to the Japanese language Harvard University's Tazuko Monane teaches you the secret of speaking Japanese fluently in simple 20 minute lessons Each lesson zeroes in on one everyday activity introducing yourself asking directions ordering sushi giving directions to a taxi driver eating with friends and other everyday conversations *Japanese Made Easy* is designed for people living in or going to Japan who would like to learn Japanese but have never studied it before Obviously living or traveling in Japan is itself not the secret to learning Japanese many

Westerners live in Japan for a long time and except for a few words learn very little about its language The important thing will be your motivation to learn An ability to speak Japanese and read Japanese is vital to understanding your surroundings Whether you travel to Japan as a tourist student or businessperson whether you use this book before or after your arrival in Japan what could provide better motivation than knowing that a familiarity with the Japanese language and with the culture it reflects will help make your stay in Japan much richer and more interesting If you have the good fortune to know a Japanese person he or she will surely make your learning even easier especially when you study pronunciation But don't be discouraged if you have no live model to learn from By following the simple suggestions given here you will be able to come out with good understandable Japanese on your own Key features of this book include More than 40 social situations commonly encountered by foreigners in Japan including greetings asking directions dining out visiting places and shopping Practice exercises based on over 30 of the most important Japanese sentence patterns with example sentences and answer keys Notes on the key points of Japanese vocabulary and Japanese grammar A comprehensive glossary of important Japanese words and an index of vocabulary and grammar items

**Rapid Instructional Design** George M. Piskurich, 2015-01-20 The classic guide to instructional design fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials providing no nonsense practicality rather than theory driven text Beginning with a look at what instructional design really means readers are guided step by step through the ADDIE model to explore techniques for analysis design development intervention and evaluation This new third edition has been updated to cover new applications technologies and concepts and includes many new templates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years since the second edition's publication and this update covers all the major advances in the field The major instructional models are expanded to apply to e learning MOOCs mobile learning and social network based learning Informal learning and communities of practice are examined as well Instructional design is the systematic process by which instructional materials are designed developed and delivered Designers must determine the learner's current state and needs define the end goals of the instruction and create an intervention to assist in the transition This book is a complete guide to the process helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed course should do providing relevant guidance for anyone who wants to know how to apply good instructional design Eminently practical and fully up to date Rapid Instructional Design is the one stop guide to more effective instruction

*Axelrod & Cooper's Concise Guide to Writing* Rise B. Axelrod, Charles Raymond Cooper, 2006 Provides six guided writing assignments along with readings and strategies for writing and research all in a brief flexible easy to use format

**The publishers** **weekly**, 1987

Sears and Zemansky's University Physics Hugh D. Young, T. R. Sandin, Albert Lewis Ford, 2000 Questions

exercises and problems after each chapter      **Common Formative Assessments 2.0** Larry Ainsworth, Donald Viegut, 2014-11-14 Assessments that improve the speed and quality of learning fully updated for teacher teams In this expanded all new edition author Larry Ainsworth provides a system of intentionally aligned components standards instruction assessments and data analysis that all work together to improve student learning Readers will learn to Build the highway to aligned assessments Decide the learning intentions and student success criteria for a unit of study Evaluate and revise assessment questions for quality Plan the learning progressions for students to attain the learning intentions Create quick progress checks to coincide with the learning progressions Use assessment results as feedback to adjust instruction and student learning strategies Upgrade your CFAs using CFA 2.0 CFA 2.0 is so much more than assessment design It shows teachers how they can intentionally align standards instruction assessment and data analysis in every unit of study      **The 8 Laws Of Customer-Focused Leadership** Blake Morgan, 2024-07-02 A leadership playbook for making customer experience a core aspect of your business In a rapidly changing world filled with uncertainties one thing remains crystal clear customers are increasingly fickle and no longer care about loyalty to any particular company In addition many well intentioned companies are falling short of customer expectations despite every organization's potential for excellence The truth is customer experience is not what it used to be New technologies values generational expectations economic instability and the rapid pace of change all must be considered as you forge ahead How do you put the customer first in the face of all these emerging trends Using cutting edge research and interviewing top leaders across industries customer experience futurist Blake Morgan has pulled together eight new laws that the best companies follow in terms of building and maintaining a focus on the customer Customer experience is a decision leaders must make every day and this book shows you how Create a customer experience mindset exceed longterm profit expectations by focusing on both short term and long term profits Lay out your customer experience strategy creation and stick to it Embark on your 90 day get started plan Anticipate the future by being a customer experience futurist Don't forget that employees are customers too Evaluate success and measure what can be measured Reaffirm the priority keep CX front and center Learn the laws see how the best companies apply them and build them into your organization to become a transformational customer experience leader      InfoWorld , 1987-03-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      **Crisis-ready Leadership** Bob Campbell, 2023-03-24 CRISIS READY LEADERSHIP Provides an integrated framework for making decisions in the context of a crisis based on operationalized practices and strategies Crisis ready Leadership Building Resilient Organizations and Communities provides the knowledge and skills necessary to make timely and effective decisions while managing a large scale incident Codifying the best practices from the successful FEMA certified course On Scene Crisis Leadership and Decision Making for HazMat Incidents this comprehensive volume provides systematic guidance on best practices for improving situational awareness adapting

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