

One-Page Business Reports

31

Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in capitalization.
- Correctly use Word's alignment and font size features.
- Correctly format a business report with side headings.

A. WARMUP

alphabet
concentration
easy

- 1 Jack's man found exactly a quarter in the woven zipper bag.
- 2 incomprehensibility counterinsurgencies distinguishableness
- 3 The towns of Sydney and Burma are both due for a May visit.

Skillbuilding



B. MAP+: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking accuracy.

C. PROGRESSIVE PRACTICE: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.

Language Arts

Study the rules at the right.

RULE
≡ sentence

RULE
≡ proper noun

RULE
≡ time

D. CAPITALIZATION

Capitalize the first word of a sentence.

Please prepare a summary of your activities.

Capitalize proper nouns and adjectives derived from proper nouns.

Judy Hendrix drove to Albuquerque in her new Pontiac convertible.

Note: A proper noun is the official name of a particular person, place, or thing.

Capitalize the names of the days of the week, months, holidays, and religious days (but do not capitalize the names of the seasons).

On Thursday, November 25, we will celebrate Thanksgiving, the most popular holiday in the fall.

Edit each sentence to correct any errors.

- 4 The american flag can be seen flying over the White House in
5 Washington, DC.
- 6 Our Country's flag is often seen flying over Government
7 buildings on holidays like July 4, independence day.
- 8 Memorial Day signals the end of spring and the start of
9 Summer.
- 10 Most Americans consider Labor day the beginning of the fall
11 season.
- 12 In december many people observe christmas and Hanukkah.
- 13 most government holidays are scheduled to fall on either a
14 Monday or a friday.
- 15 Sometimes the birthdays of Historical figures are also
16 celebrated.

Formatting

E. BASIC PARTS OF A BUSINESS REPORT

The two basic styles of reports are business and academic. An illustration for a business report with side headings, paragraph headings, and a list follows.

14 pt **AN INVESTIGATION OF CORPORATE HEALTH CARE POLICIES**

12 pt Recent Trends at AMX Industries

Lisa Bonine

December 19, 20--

Corporate health care policies must be studied carefully in order to maximize employee productivity and minimize excessive absenteeism. The reasons for absenteeism and the responsiveness of employers to the needs of the employees must be examined in order to establish realistic health care policies.

REASONS FOR ABSENTEEISM

There are many reasons employees are absent from work. Illness and personal emergency are common reasons for absenteeism.

Stress. **Illness** is often caused by all the stress in the workplace. Employees may have to care for parents and children.

Personal Needs. Recent studies have also shown that absences due to personal needs are increasing. Two important questions must be addressed.

1. Should employers rethink their health care policies?
2. How can a newly instituted health care policy be more responsive to the needs of the employee?

EMPLOYER RESPONSIVENESS

Flexible scheduling is one creative way in which employers can respond to the needs of employees. If workers are given the opportunity for a flexible working schedule, stress levels should go down, and personal needs can be addressed.

TITLE. Subject of the report; type 2 inches from the top of the page with a 14-point font size, in all-caps, in bold; center all title lines, and single-space 2-line titles.

SUBTITLE. Secondary or explanatory title; center, bold, and type 1 blank line below the title, in upper- and lowercase letters.

BYLINE. Name of the writer; center, bold, and type 1 blank line below the previous line.

DATE. Date of the report; center, bold, and type 1 blank line below the previous line.

BODY. Text of the report; type single-spaced, 1 blank line below the previous line at the left margin, with 1 blank line between paragraphs.

SIDE HEADING. Major subdivision of the report; type in all-caps and bold, 1 blank line below the previous line at the left margin.

PARAGRAPH HEADING. Minor subdivision of the report; type in bold (followed by a bold period) in upper- and lowercase letters, 1 blank line below the previous line, at the left margin.

LIST. Numbered or bulleted items; insert 1 blank line above and below the list, using Word's default list format; type single-spaced throughout.

F. BUSINESS REPORTS

To format a business report:

1. Use single spacing.
2. Press ENTER 5 times to begin the first line of the report 2 inches from the top of the page.
3. Change the font size to 14 point; and type the title in all-caps, centered, in bold. Single-space a 2-line title.
4. Press ENTER 2 times and change the font size to 12 point.
5. If the report includes a subtitle, byline, or date, type each item centered and in bold upper- and lowercase letters.
6. Press ENTER 2 times after each part of the heading block.
7. Press ENTER 2 times between all paragraphs.
8. Do not number the first page of a report, but insert a page number on all subsequent pages of a multipage report.
9. Spell-check, proofread, and preview your document for spelling and formatting errors.

G. BUSINESS REPORTS WITH SIDE HEADINGS

To format side headings in a business report:

1. Insert 1 blank line before and after side headings.
2. Type side headings in the default 12-point font at the left margin, in bold, and in all-caps.

H. WORD PROCESSING: ALIGNMENT AND FONT—SIZE

Study Lesson 31 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.



GO TO
Word Manual

Document Processing

Report
31-1
Business Report

↓5X
14 pt **AN ANALYSIS OF BUSINESS
CASUAL DRESS CODES** ↓2X

12 pt ↓ **Recent Trends in the Business World** ↓2X

Louise McMabel ↓2X

October 18, 20-- ↓2X

≡ proper noun

≡ time

≡ sentence

Establishing corporate business casual dress codes requires both sensitivity and awareness of all the legal ramifications that such codes bring with them. Factors such as whether or not a job requires a uniform or requires certain attire for safety reasons can be extremely important in setting a dress code policy and in being able to enforce it. ↓2X

(continued on next page)

ESTABLISHING GUIDELINES ↓2x

≡ sentence

A policy manual should include all specifications regarding dress codes, including the more relaxed dress code known as business casual. If your company's policy manual does not precisely define what is considered "acceptable" business casual dress, you are likely to see a range of interpretations. Once expected dress code standards have been lowered due to vague guidelines, you will have a much more difficult time enforcing any guidelines later.

RESPONSIVENESS OF EMPLOYEES

≡ time

If employees are convinced that their image and dress directly affect the company's bottom line, they are more likely to be motivated to adhere to stricter dress code guidelines. If they know that a specified workday, such as a Friday, can be a day to relax their dress, they might consider it a reasonable trade-off to the stricter guidelines enforced during the other workdays. A professional image consultant from Dress for Success Inc. could conduct some workshops to educate employees regarding the importance of professional dress and how to dress professionally even when the standard is business casual.

≡ proper noun

POTENTIAL RESULTS

≡ time

If you decide to adopt a business casual dress code in the spring, note its effect on employee morale. You might find that teamwork increases and creativity rises. All these factors have the potential to increase productivity. Everyone wins!

Report
31-2
Business Report

Open the file for Report 31-1 and make the following changes:

1. Delete the subtitle, and change the byline to Renee Kare Oke.
2. Change the date to November 24.
3. Change the second side heading to EMPLOYEE RESPONSIVENESS.
4. Delete the last two sentences in the last paragraph at the end of the report.
5. Add the following sentences to the end of the last paragraph:

Employees will feel empowered by the energy generated by a more casual work environment. When they arrive at work each Friday in casual attire, they will feel more relaxed and ready to work.