

Multipage Business Reports

32

Goals

- Type at least 33wpm/3'/5e.
- Correctly use Word's page number, page break, and widow/orphan control features.
- Correctly format a multipage business report with side and paragraph headings.

A. WARMUP

alphabet	1	By Jove, my quick study of lexicography won a bronze prize.	
one hand	2	adverb hookup was ply target minimum beat knoll acted kinky	
easy	3	The auditor from Dubuque had a problem with the amendments.	

Skillbuilding

B. SUSTAINED PRACTICE: ALTERNATE-HAND WORDS

4	When eight of them began a formal discussion on some	11
5	of the major issues, the need for a chair was very evident.	23
6	A chair would be sure to handle the usual work with ease.	34
7	The eight people in that group decided that the work	11
8	would be done only if they selected one person to be chair	23
9	of their group. They began to debate all the major issues.	34
10	One issue that needed to be settled right up front was	11
11	the question of how to handle proxy votes. It seemed for a	23
12	short time that a fight over this very issue would result.	35
13	The group worked diligently in attempting to solve the	11
14	issues that were being discussed. All of the concerns that	23
15	were brought to the group were reviewed in depth by them.	34
	1 2 3 4 5 6 7 8 9 10 11 12	

Take a 1-minute timed writing on the boxed paragraph to establish your base speed. Then take a 1-minute timed writing on the following paragraph. As soon as you equal or exceed your base speed on this paragraph, move to the next, more difficult paragraph.

Take two 3-minute timed writings.



Goal: At least 33wpm/3'/5e

C. 3-MINUTE TIMED WRITING

16 Be zealous in your efforts when you write business 10
17 letters. Your business writing must convey clearly what 22
18 it is you want people to read. All of your letters should 33
19 be formatted neatly in proper business letter format. 44
20 Before sending your letters, read them quickly just to 55
21 make sure that they explain clearly what you want to say. 67
22 Proofread the letters you write for correct grammar and 78
23 spelling. Use all of your writing skills to display the 89
24 best image. Your readers will welcome the effort. 99

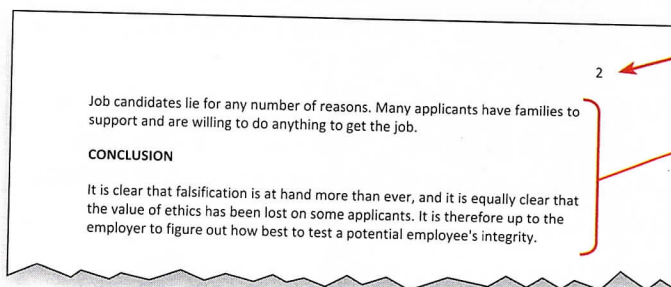
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Formatting

D. MULTIPAGE BUSINESS REPORTS

To format a multipage business report:

1. Press ENTER 5 times to begin the first line of the report 2 inches from the top of the page.
2. Do not number the first page. Suppress the page number on the first page, and insert a page number in the top right-hand corner of the page header of all continuing pages.
3. Do not end any page with a single line, and do not begin any subsequent page with a single line.
4. Spell-check, proofread, and preview your document for spelling and formatting errors.
5. Refer to the illustration that follows to format the second page of a multipage business report.



PAGE NUMBER. Inserted on continuing pages only; typed inside the document header at the right margin.

BODY. Continues at the default top margin, 1 inch from the top of the page.

E. BUSINESS REPORTS WITH PARAGRAPH HEADINGS

To format paragraph headings in a business report:

1. Insert 1 blank line above the paragraph that includes a paragraph heading.
2. Type paragraph headings at the left margin, in bold, and in upper- and lowercase letters.
3. Follow the paragraph heading by a bold period and 1 space.

F. WORD PROCESSING: PAGE NUMBER, PAGE BREAK, AND WIDOW/ORPHAN CONTROL

Study Lesson 32 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.



Document Processing

Report
32-3
Business Report



Remember to insert a page number on the second page and suppress it on the first page.



Your page endings in Word will not match those in the book.

Italicize the words as shown.

ETHICAL ISSUES FACING EMPLOYERS AND JOB APPLICANTS

Mary Lincoln

February 12, 20--

¶ Some job applicants “pad” their application with false information, such as phony salaries and nonexistent jobs. Even some well-known political figures have been guilty of listing a job on their resume during a period of time in which such a job never existed. When applicants are eager or even desperate to find a job, such ethical dilemmas will rise to the forefront.

FALSIFICATION

¶ What is falsification? Certainly, adding information that is not true would seem to indicate a clear intent on the part of the applicant to falsify information. But how do you judge whether or not leaving out pertinent information or information that would cast you in a bad light qualifies as intentional falsification? These are gray areas that are not always easy to define.

¶ **Honors and Grades.** Let’s take a look at a more specific example. What if your grade point average at graduation had been just slightly higher to qualify you for a degree designation of *cum laude*, *magna cum laude*, or even *summa cum laude*? Clearly, it would be falsification to claim one of these designations when that designation was not earned. However, there is an ethical way to place yourself in the best light without falsifying information. If you earned an outstanding grade point average in the courses for your given major, it is certainly acceptable to state your correct grade point average and specify that the average reflects grades only for courses related to your declared college major or minor.

¶ **School Activities.** Many applicants are willing to exaggerate or totally falsify their participation in school activities. In order to prove leadership ability, an applicant might be willing to say that he or she was president of a nonexistent club or perhaps organized some type of fictional fund-raising activity. Such deception is clearly falsification.

¶ **Job Titles.** Another area rampant with deception is the list of previous job titles. In order to make a former job sound more impressive, a job contender might add a word or two to the title or perhaps rename the title altogether.

REASONS FOR LYING

Job candidates lie for any number of reasons. Some of them see getting a job as some sort of game in which the rules really don’t matter. Others equate lying with cheating on an exam and rationalize the deception in some way. Many applicants have families to support and are willing to do anything to get the job.

(continued on next page)

CONCLUSION

It is clear that falsification is at hand more than ever, and it is equally clear that the value of ethics has been lost on some applicants. It is therefore up to the employer to figure out how best to test a potential employee's integrity, to investigate an applicant's history, and then to decide whether or not to hire this individual.

**Report
32-4**
Business Report

Open the file for Report 32-3 and make the following changes:

1. Change the byline to Ruth Carter.
2. Change the date to October 1.
3. Change the second side heading to REASONS FOR FALSIFICATION.
4. Add this paragraph to the end of the report:

The importance of ethical intentions in a future employee should never be

underestimated. There is an old saying that honesty is the best policy. Honesty is expected and required in the workplace, and great dividends await those who make an exemplary work ethic a top priority.

