

# Business and admin research information

[Business](#)



Give Reasons for agreeing Objectives and deadlines for researching information Agreeing objectives is essential for a team or individual to know what they are focusing on to avoid wasting resources and time. Knowing the How, What, When and Why of an assignment will mean being able to complete the task in a timely manner and correctly. Deadlines strongly affect what you research e. g. World news is being update by the hour, with a well-defined deadline; we can better gather the relevant information as equired.

There is no point to having a long deadline and present a report of yesterdays news; Who is interested in old news? How much will you pay for yesterday newspaper? Is it worthless? A copy of todays newspaper is worthmoney, but yesterdays is worthless. Therefore, objectives and deadline must go hand in hand. With the right objective and a set deadline you know what must be done and how long you have. 1. 2 Give reasons for identifying and agreeing sources of information As there are many different ways to find out information, for example; The internet

Books and EBooks Word of mouth etc. , Reference material Academic Journals Magazines Statistics Specialist information Interviews Past speeches Pictures Organizations It is therefore crucial that you make sure the information is correct, relevant and at the right time, with all the required information in hand. Only if data is stored in a procedural manner it can be easily retrieved. Information might be retrieved for marketing purposes, for communications, for monitoring purposes; for surveys and other research that an organisation or business might conduct.

Information will also be retrieved in situations where information might have to be shared with partner companies and with the police or Tax Services.

Storage of data plays a major role in improving the performance of a company and this can happen either offline or online and in various formats.

Storing information is essential for many reasons; these include Ease of access and readability, The level of detail you are able to store The choice to have various copies of the information in case of loss and ease of transfer.

Be Able To Research Information for Others 2. Agree aims, objectives and deadlines for the information search Agreeing aims and objectives regarding tasks will help you to do your work efficiently as they give a clear idea of what is needed and why. Deadlines are also very important as our customers and our reputation is negatively affected if we don't complete work in the required time, so time limits help to estimate the time you have to spend on each one, otherwise you could spend too long researching one source and then find out it was the wrong source.

Having deadlines allows you to structure your own deadlines, allowing a certain amount of time on each source of research, so you do not overlook the information of another. 2. 2 Identify sources of information Question 1. 2 answers this question. 2. 3 Search for and obtain data Research comprises of; " A creative work undertaken on a systematic basis, in order to increase the stock of knowledge. This includes knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications. " (OECD (2002) Frascati Manual: proposed standard practice for surveys on research and experimental development, 6th edition).

It is used to establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, support theorems, or develop new theories. The primary purposes of basic research (as opposed to applied research) is documentation, discovery, interpretation, or the research and development (R; D) of methods and systems for the advancement of human knowledge. There are several forms of research: Scientific Humanities Artistic, Economic Social Business Marketing Practitioner research, etc. Nothing damages someone's professional credibility as quickly as an error, even a minor one.

While a simple calculation error or typo can seem trivial in the scheme of things, it implants doubt into your audience's mind. They now think; " If this person can make these simple errors, they can also make larger errors".

Errors occur for many reasons; Ignorance Lack of time Poor planning Laziness Incorrect data Invalid source material The most common errors we see are in spreadsheets and written communications. Spreadsheets can be deceiving because they print out or display very professionally and can hide simple calculation errors.

Careless manipulation of formulas can cause errors that are difficult to visually detect. that miss detection by spell checker programs due to multiple meanings and basic sentence structure. Also, if the reader finds inconsistencies in the flow of the report/ information or if it sounds far-fetched, they begin to wonder whether or not the information is plausible. No matter the root cause, errors suggest a lack of caring or attention.

Conversely, people notice attention to detail. The customer experience holds true for presentations and report slides.