

Why should we study business report writing

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Writing is important to the business. Writing skills are important to be rewarded personally. The promotions received are determined by various things, i. e. personal characteristics, appearance, job performance, and intellectual capacity. Promotions to higher-level need to maintain an impression on the superiors with intellectual capacity and this intellectual capacity can only be communicated through communication that is done through report writing.

Thus it is clear that report writing in business is important from both the business standpoint and personal point of view.

Q12. We know that businesses need information, but what is the relationship of this need to report writing?

Reports exist because business needs information in order to function. Every member or employee who is enrolled in a business, for instance, workers and staff employees, has some relevant information regarding his or her job that needs to be communicated.

The nature and requirements at different levels in business is different. At lower organizational levels the need for information is relatively low. Work assignments at higher levels require more information. Information is required for business from different aspects. For example, the supervisor needs to keep a record of the data on the output and quality of the production. The supervisor also needs to record the information on the competition, new production techniques; new equipment, etc. to be specific information is required by every person in any business.

In order to find the relationship of this need in report writing, it can be said that the reports would provide systematic information that is needful for the

business because a business must have information in order to function progressively.