

Kovach\_Communications 2nd Period\_Off-Site Learning Packet Day 4

## Giving a Business Report

**Directions** Unscramble the words below to make questions that you should ask yourself when writing a report. Write the question on the line. Capitalize letters when necessary.

1. am why report writing I this

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2. its what purpose is

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3. questions report what should this answer

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4. it whom writing am for I

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5. someone how this use report will

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6. report much cover how this should

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Number from 1 to 4 the order in which you should complete each of the following steps for writing a report.

7. Make any necessary changes and corrections. \_\_\_\_\_

8. Make sure that the final copy of your report is free from errors. \_\_\_\_\_

9. Write a rough draft of your report. \_\_\_\_\_

10. Proofread it carefully. \_\_\_\_\_