

Name \_\_\_\_\_

Date \_\_\_\_\_

Period \_\_\_\_\_

Workbook Activity

Chapter 13, Lesson 1

43

Kovach\_Communications 1st 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

\_\_\_\_\_

2. its what purpose is

\_\_\_\_\_

3. questions report what should this answer

\_\_\_\_\_

4. it whom writing am for I

\_\_\_\_\_

5. someone how this use report will

\_\_\_\_\_

6. report much cover how this should

\_\_\_\_\_

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. \_\_\_\_\_