



Australian
National
University

Finishing and editing your business report

ANU Academic Skills

Conclusions

- What has been found?
- Any limitations?
- What are the recommendations?

Limitations and conclusion

Limitations of the report include:

- Figures only for the month of August, hence no prospective outlook
- Ratios only describes current situation and likely to change in next period
- Comparison with other firms/industry average only approximation due to different accounting methods

In conclusion, ABC Recruitment recruitment is comfortable in relation to profitability, liquidity and capital structure for the moment. However, to ensure the business remains financially sound and experiences growth, ABC Recruitment should adopt the suggested recommendations. These recommendations are: use an incentive-based wage scheme; reduce other expenses; focus on branding; and improve management of trade debtors.

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Edit in four levels:

ARGUMENT

Is there a clearly stated key message or response to the question?



STRUCTURE

Is the structure logical and does it outline the reasons for our response?



PARAGRAPHING

Are the paragraphs clear and well balanced – do they support our message?



EXPRESSION

Is the expression clear and consistent?

Good presentation

- Proofread
- Check referencing
- Format consistently
- Label appendices and refer to them correctly in the body (Appendix A, B, etc.)
- [Find out more on our website!](#)

Editing your work



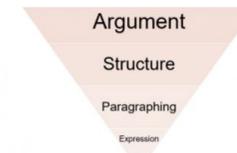
Now you have written a draft of your essay, you are ready to edit it. When you write, you know in your mind exactly what you're arguing. However, this might not always translate clearly onto the page. Therefore, it is important to edit with your reader in mind to ensure they easily follow the logic of your argument.

Editing is best carried out in stages from argument through to expression. The four-stage approach comprises a series of questions that you can ask yourself to help with the editing process.

Four stages of editing

1. Edit for argument

- Is your thesis statement clear?
- Does it take a position and outline your supporting argument?
- Does it answer the essay question?
- Are your key reasons signposted in the



EDITING YOUR WORK

- » Flow
- » Cohesion

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