

Investigative Report Outline

Report: Describe the causes and effects of a business issue.	
2. Introduction	
<p>General topic of research</p> <ul style="list-style-type: none"> • <i>describe topic of investigation</i> • <i>include definition of key terms if <u>necessary</u></i> <p>Aim of the report</p> <ul style="list-style-type: none"> • <i>describe report goal</i> <p>Brief background of issue</p> <ul style="list-style-type: none"> • <i>descriptive details of topic, e.g., when, where, how, it started</i> <p>Importance to businesses</p> <ul style="list-style-type: none"> • <i>briefly discuss potential areas of impact i.e. on costs, efficiency, workers, etc.</i> <p>Sequence</p> <ul style="list-style-type: none"> • <i>list paragraph topics using bullets</i> 	
3. Write main idea:	
<p>Main idea</p> <p>Description of issue causes including:</p> <ul style="list-style-type: none"> • <i>historical/current reasons</i> • <i>use of supporting data (quantitative)</i> • <i>use of supporting examples (qualitative)</i> 	

4. Write main idea:

<p>Main idea Description of positive or negative effects (choose one) including:</p> <ul style="list-style-type: none">• <i>use of supporting data (quantitative)</i>• <i>use of supporting examples (qualitative)</i>	
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5. Write main idea:

<p>Main idea Description of positive or negative effects (choose the one not described in Part 4) including:</p> <ul style="list-style-type: none">• <i>use of supporting data (quantitative)</i>• <i>use of supporting examples (qualitative)</i>	
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1. Executive Summary (as cover page)

<p>State the aim</p> <p>Summarise main ideas</p> <ul style="list-style-type: none">• <i>use bullets for each main point and include <u>key</u> data</i> <p>Recommendations</p> <ul style="list-style-type: none">• <i>Make a recommendation to a UAE company based on at least one specific cause or effect from the readings</i>	
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