

Formal Business Report Treasure Hunt

1. Name and list the page numbers of 4 different types of graphics (other than photos):
 - a.
 - b.
 - c.
 - d.
2. Find a figure, and write out the in-text lead-in statement:
3. Who is the audience in this report? How do you know?
4. Is this an informal or formal report? How do you know?
5. Is this an informational or analytical report? How do you know?
6. Does the report use functional headings or descriptive headings? Give examples.
7. What Front Matter items are included in the report?
8. Where does page 1 start?
9. Name one source that the report obtained data from:
10. Is this an effective formal business report? Why or why not? (Consider: relevance to reader, clarity, skimmability)