**Formal Business Report**

**Treasure Hunt**

1. **Name and list the page numbers of 4 different types of graphics (other than photos):**
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)**