

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)**