

商务报告的可读性 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E6_8A_A5_E5_c85_501244.htm 许多人在写完报告之后往往会遗忘或忽视报告写作的最后一个过程：对报告进行编辑排版，使之结构清晰，内容便于读者阅读。报告中所增加的一些信息或符号如同公路上的路标指引司机开车一样为读者降低阅读难度，加快阅读速度，这一点对争分夺秒的商业人士来说尤为重要。以下是一些提供报告可读性的常见手段：

- #8226.使用小段落，尽量做到每个小话题都用一个段落来阐述；
- #8226.提供段落的小标题；
- #8226.使用星号或下划线强调重点内容。

下面为一份非正式报告的两种形式，毋庸置疑，第二篇经过编辑后的版本结构清晰、层次分明，内容清楚、一目了然，其格式不论是对写正式报告还是非正式报告都值得借鉴。

Sample 1 Proposed Incentive Scheme

Mr. John Smith, Office Manager, has asked me to write this report on a proposed incentive scheme offering rewards, possibly financial, to members of staff for money-saving ideas or ways to improve work practices. A sample of workers was individually asked for their opinions. The following is the findings: most thought the incentive scheme was a good idea. most preferred financial rewards. some suggested time off instead. a few thought this was a management area. In general most workers were in favor of an incentive scheme offering financial rewards. It is recommended that the scheme be introduced.

Richard Stewart March 18, 2007

Sample 2 Report on a Proposed Incentive Scheme

Terms of Reference: Mr. John Smith,

Office Manager, has asked me to write this report on a proposed incentive scheme offering rewards, possibly financial, to members of staff for money-saving ideas or ways to improve work practices. Proceedings: A sample of workers was individually asked for their opinions. Findings: Most thought the incentive scheme was a good idea. Most preferred financial rewards. Some suggested time off instead. A few thought this was a management area. Conclusions: In general most workers were in favor of an incentive scheme offering financial rewards. Recommendations: It is recommended that the scheme be introduced. Richard Stewart March 18, 2007 总之，在商务英语各类报告的写作过程中若能抓住以上几点来写，不愁无从下笔。当然，这还要学习者平时英语知识和商务知识的积累，才能达到更好的效果。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com