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[21](#) a work report is a formal document that discusses information about a specific topic related to an aspect of your job most work reports are addressed to a particular audience such as a manager depending on the type of work report you may be given a report brief that outlines what you should include in your report

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the purpose of a research report is to communicate the results of a research study to a specific audience such as peers in the same field stakeholders or the general public the report provides a detailed description of the

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a report is a document that presents relevant business information in an organized and understandable format each report is aimed at a specific audience and business purpose and it summarizes the development of different

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