

***كلية المستقبل الجامعة
 قسم ادارة الاعمال***

***commercial Correspondence***

***المراسلات التجارية***

***المحاضرةالثالثة***

**What is the management report?**

the **management report**  is :-"One of the means of communication used between the various units of activity".

**Steps of writing a management report**

There are three steps of writing a management report as following:-

1- Collecting and organizing information .

2- Identify the main ideas .

3- Proofreading .

**Types of management reports**

Management reports have several types according to the position that the individual occupies and as following :-

1- Short reports

2- Scientific reports

3- Engineering reports

4- Research reports

**Parts of Businsess letter**



1-Heading

2-Date

3- Inside address

4-Salutation

5- Body

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6-name

7-Signature

**نموذج (مثال) لكتابة رسالة**

**Enquiries and Replies**

**An equiryvfor constructional Materials**

**Karrada Sharkia**

**Baghdad –Iraq**

**7-9-2010**

**Our Ref :3/A16**

**The ceramiche Artistich Piemme**

**4/053 Maranells,Modena**

**Italy**

**Dear Mr.Joun,**

 We should be grateful to know whether you supply ceramic tiles suitable for floor and wall coverage .

If so, will you please send us particulars concerning designs ,shados,and sizes available .we also appreciate sending us your latest catalogue and price –list based on cuf Baghdad,we may place considerable orders with you if your goods and prices meet with our approval.

**Your faithfully,**

**Ahmed Mohammed**

**Commercial Director**

**Review questions**

**1-Put true or false**

1-Engineering reports**:** One of the means of communication used between the various units of activity.

2-Identify the main ideas is one of Steps of writing a management report

**2- Choose the right answer**

One of Types of management reports is

Research reports

Salutation reports

Body reports