**Assignment Due:** Short Report (see LibGuide for details)

*Please select one only!*

Five of the most common types of reports you are likely to encounter in your professional work are listed below:

1) Periodic reports
2) Sales reports
3) Progress reports
4) Travel reports
5) Incident reports

You may select a short report from the list above and be very creative when writing your report or you may choose to write a short report to a decision maker (*the manager of a business you work for or have worked for; the director of your campus union, library, or security force; a city official*) about one of the following topics:

a) Recruitment of international work force  
b) Internet resources  
c) Security lighting  
d) Food service  
e) Insurance plans  
f) Public transportation  
g) Sporting events/activities  
h) Team building  
i) Morale  
j) Hiring more part-time students workers

You are a business partner in an accounting company and are convinced that your company should incorporate. Prepare a report for your other business partners to convince them that the company should be incorporated.