

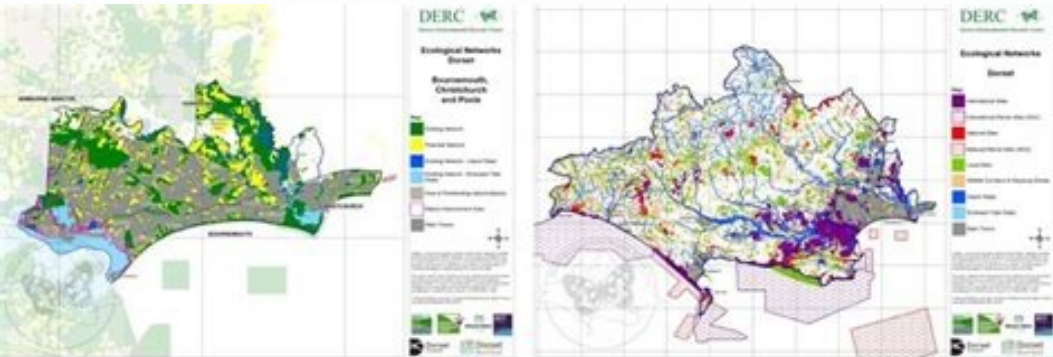
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Informal report about nature



MUSIC

Music is one of an important part of life. It is a form of expression, it has no boundaries, and it follow no guidelines. Essentially, to me, music is like air. It has no true shape or definition, yet we need it in our life. Imagine a world without music. All you're left is dust. Music is live itself.

Let me tell you something, whether you realise or not every single thing around us is music. Even the nature itself is a music. The most beautiful music in the world is the music of nature. It's bring peace in heart and mind. It's harmonize music makes me keep my mind at ease. All the problem is like a piece of sketch when we face it with the symphonize of nature around us. Sound of birds chirping, rain drop and the flows of the river are an example of the music of nature.

The more we explore about music, just then we would realise that it is not only all about rythm, melody or harmony. In the different angle of music is also a tool for learning, therapy and teaching because it can adjust our moods, and used throughout our lives. So we must manipulise the music so it can posses us with a positive in our daily life. Music can make a huge change and development, the question is how we make use of it? Whether we use it wisely as a medium too succeed or we are the one who being manipulise by it.

When people happy, sad, angry and lots more type of emotion that they confront, it's very common thing for them to listen to the music genre that are suitable for whatever they felt at that very moment. Every single song that are compose by the composer are usually based on the what happen in one's life generally. Not only that, they also make a song based on their own experience. There are lots of famous musicians and composer in the past such as Mozart, Beethoven, Chaplin and many more. All of them are part of music history that succeed to make live till at this very moment.

I used to have a friend that love music so much in his life. He is literally a pianist a very good one actually. His passion towards music pull him into a deep love with piano as deep as his love towards his parents. He can describe as a music genius for someone around our age. Lots of normal people maybe will get tired if they stay in the music room piano the whole day but it's the opposite for him. He never get bored of music especially with his favourite instrument piano. He also one of popular boy in school, but that's not important for him as long as no crush his love music.

Daniel Wong, that's his name, my bestfriend. Now, everything about him just flew by the time passes. All the moment with him are now only parts of memory as he died 5 years ago due to brain cancer. The only thing that left by him for me besides the memory is a sheet of a song compose by



Should online retailers compile customer profiles to help market their products? Guidelines to writing short business reports [Video]. Retrieved from Guffey, M., Loewry, D., Rhodes, K., Rogin, P. Informal reports. Thank you for your participation! After studying this unit, you will be able to identify different types of reports Identify the different functions of reports Depending on the complexity and depth of content, reports are categorized as either informal or formal. References Bovee, C., Thill, J., & Scribner, J. Table 22.4 Types and Function of Informal Reports Note: a review of the many different functions short informational and analytical reports serve in an organization (Business Communication for Success, 2015; Communicating for Results, 2017). Youtube. (2019). Should we close or open a new plant? Therefore, the short analytical report not only includes an introduction, findings, and conclusion, but also recommendations. Table 22.3 Informational and Analytical Short Report Sections Short Informational Reports Introduction Findings Conclusion Recommendation Informal Report Types and Functions The video above provides a general overview of the short report. In your professional life, you will find that there are many different types of short reports to respond to the many different activities, duties, and responsibilities in business organizations. Table 22.2 below provides an overview of numerous types of short reports and their functions. Retrieved from Lumen (n.d.). Notice how much easier it is to locate information via headers. (2017). Therefore, the short analytical report not only includes an introduction, findings, and conclusion, but also recommendations. Table 10.3.3 Informational and Analytical Short Report Sections Short Informational Reports Introduction Findings Conclusion Short Analytical Reports Introduction Findings Conclusion Recommendation Informal Report Types and Functions The video above provides a general overview of the short report. In your professional life, you will find that there are many different types of short reports to respond to the many different activities, duties, and responsibilities in business organizations. Table 10.3.2 below provides an overview of numerous types of short reports and their functions. Toronto, ON: Pearson Canada Inc. Figure 22.4 illustrates the effectiveness of using headers to separate information. Figure 10.3.4 Figure 10.3.4 illustrates the effectiveness of using headers to separate information. Can contemporary pop-up stores play a role in the marketing of new products? Select one of the following questions on which to base a report, and create an outline that contains functional and descriptive headings. The informal report is 10 pages or under, and for this reason, informal reports are also referred to as the short report. Informal reports can have both an internal and external audience, but are mostly written for an internal audience. For internal audiences, the informal report is constructed as a memo or email report; for the external audience, the informal report is constructed as a letter or email report. Toronto, ON: Nelson Education. How can customer service be improved? Business communication: Process and product (5th ed.). Business communications skills for managers. Do people over 40 suffer ageism in the IT industry? Retrieved January 12, 2020 from Meyer, C. Notice how much easier it is to locate information via headers (courses.lumenlearning.com, n.d.). Don Mills, ON: Oxford University Press. Table 10.3.4 Types and Function of Informal Reports Note: a review of the many different functions short informational and analytical reports serve in an organization Labels and Section Headers Although the informal report is short, any document that is two pages or longer should include a feature that helps to separate information into unique sections. Utilizing headers for any report in excess of 2-pages creates a better organized report and assists readers to understand, locate, and retain informatio. 1. Labels and Section Headers Although the informal report is short, any document that is two pages or longer should include a feature that helps to separate information into unique sections. Utilizing headers for any report in excess of 2-pages creates a better organized report and assist readers to understand, locate, and retain information (Business Communication: Process and Product, 2016; Communicating for Results, 2017; Successful Business Communication, 2016). Communicating for results (4th ed.). Retrieved from GreggLearning. (2016). In addition, the informal report can be informational or analytical in nature. The informational report contains non-sensitive, routine information, often presented in a prescribed format such as a fill-in-the-blank form. For this reason, the sections of an informational report include the introduction, findings, and conclusion. In contrast, the short analytical report seeks to answer questions about specific problems with the aim of solving those problems. How can we use social media more effectively? 2. Review a long business article in a journal or newspaper. Highlight examples of how the article uses headings, transitions, previews, and reviews to help readers find their way. Retrieved from After studying this unit, you will be able to identify different types of reports Identify the different functions of reports Depending on the complexity and depth of content, reports are categorized as either informal or formal. Whatever the type, all reports provide the information that people in an organization need to solve problems and make decisions. Business communication essentials (4th ed.).

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