

University of Puerto Rico
Río Piedras Campus
Faculty of Business Administration
Department of Business Communication

SYLLABUS

COURSE TITLE	Report Writing
COURSE CODE	INCO 4006
CONTACT HOURS/CREDITS	30 hours / Two credits
PREREQUISITES, COREQUISITES, AND OTHER REQUIREMENTS	INCO 4008

COURSE DESCRIPTION

Training in the fundamental techniques of business communication through written reports. Special attention is given to the procedures used to prepare objective, well-organized, factual reports; report classifications; and research methods. Students are required to produce a short analytical report. The course may be offered face-to-face, in hybrid format, or online.

LEARNING OBJECTIVES

Upon successful completion of the course, students will be able to:

- Use communication strategies to plan, research, draft, revise, and edit business documents for diverse audiences.
- Apply the communication techniques needed to prepare logical, coherent, and unbiased oral and written reports.
- Summarize, paraphrase, critique, and synthesize readings responsibly and ethically.
- Quote and document sources using an appropriate documentation style.
- Locate reliable and current information using information technology.
- Produce written and oral reports supported by effective visual and computerized graphics.
- Work independently and collaboratively to produce business proposals and reports.
- Communicate clearly, concisely, and correctly using appropriate mechanics, spelling, and punctuation.

COURSE CONTENT AND DISTRIBUTION OF TIME

Topic and content	Face-to-face	Hybrid	Online
1. Course overview Communication through reports and types of business reports.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3
2. Importance and function of reports Problem analysis, constraints, competition, objectives, scope, and factors.	6	6 hours (1.5 face-to-face: 1 session of 1.5h; 4.5 online)	6
3. Research methodology Methods, research planning, and primary and secondary sources.	9	9 hours (2.25 face-to-face: 1 session of 1.5h + 1 short session of 45 min; 6.75 online)	9
4. Compiling data Source reliability, Internet research, and avoidance of plagiarism.	6	6 hours (0.75 face-to-face: 1 short session of 45 min; 5.25 online)	6
5. Intended use of the report Audience, organizational culture, and purpose.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3
6. Internal and external proposals Types, purpose, parts, and persuasive communication elements.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3
7. Rhetorical aspects Fact, opinion, argument, rhetorical fallacies, and organizational structure.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3

Topic and content	Face-to-face	Hybrid	Online
8. Drafting report content Grammar, style, mechanics, and presentation of supporting data.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3
9. Report formats and delivery Oral and written reports, layout guidelines, and visual aids.	3	3 hours (0.75 face-to-face: 1 short session of 45 min; 2.25 online)	3
10. Oral business report presentations Interpersonal and nonverbal communication.	6	6 hours (2.25 face-to-face: 1 session of 1.5h + 1 short session of 45 min; 3.75 online)	6
TOTAL CONTACT HOURS	45	45 (11.25 face-to-face and 33.75 online)	45

Note: In the face-to-face modality, up to 25% of contact hours may be delivered through an alternate (distance) modality, if necessary.

TEXTBOOK

Kuiper, S. (2012). Contemporary business report writing. South-Western Cengage Learning.

INSTRUCTIONAL STRATEGIES

Face-to-face	Hybrid	Online
• Lectures • Readings • Group work • Individual assignments • Assessment activities • Practice activities • Oral presentations	• Online modules • Professional articles • Instructional videos • Group and individual work • Assessment and practice • Oral presentations • Asynchronous and synchronous conferences	• Interactive modules • Professional articles • Instructional videos • Group and individual work • Assessment and practice • Oral presentations • Videoconferences and synchronous meetings

MINIMUM REQUIRED OR AVAILABLE RESOURCES

Resource	Face-to-face	Hybrid	Online
Institutional learning management system	Institution	Institution	Institution
Institutional e-mail account	Institution	Institution	Institution
Computer or mobile device with high-speed Internet	Student	Student	Student
Word processor, spreadsheet, and presentation software	Student	Student	Student
Integrated or external speakers	Not applicable	Student	Student
Webcam or mobile camera and microphone	Not applicable	Student	Student

EVALUATION TECHNIQUES

Face-to-face	Hybrid	Online
• Exams and quizzes: 20% • Oral presentation(s): 25% • Final essay: 20% • Class work: 25% Attendance and participation: 10% Total: 100%	• Exams and quizzes: 10% • Oral presentation(s): 15% • Final essay: 20% • Forum participation: 25% • Class work: 20% Attendance and participation: 10% Total: 100%	• Exams and quizzes: 10% • Oral presentation(s): 10% • Final essay: 20% • Forum participation: 40% • Class work: 20% Total: 100%

REASONABLE ACCOMMODATION

The University of Puerto Rico recognizes the right of students with disabilities to an inclusive, equitable, and comparable postsecondary education. Qualified students are entitled to equal participation and reasonable accommodations or modifications. Students who require an accommodation should notify the professor and promptly submit a request to the Office of Services for Students with Disabilities (OSEI); disclosure of a diagnosis to the professor is not required.

GUIDELINES FOR THE INTEGRATION AND USE OF ARTIFICIAL INTELLIGENCE (AI)

Under Academic Affairs Circular 8, 2024-2025, the use of AI tools is permitted in accordance with institutional and course-specific guidelines. Students must disclose and document any use of AI and explain how it contributed to the work submitted. AI may not be used to misrepresent authorship or to submit non-original content without proper attribution.

ACT 220-2024: ACADEMIC AGREEMENTS FOR UNIVERSITY ATHLETES

Act 220-2024 recognizes the right of certified student-athletes to request reasonable academic adjustments during training or competition periods authorized by the Interuniversity Athletic League (LAI). Official documentation and a written academic agreement are required.

STUDENT ATTENDANCE

Academic Senate Certification 111 (2023-2024), Río Piedras Campus, requires each course to state clear standards for attendance, punctuality, participation, and make-up work. It addresses excused absences, the Attendance Census, appeals, and procedures for extended absences.

ACADEMIC INTEGRITY

Article 6.2 of the UPR General Student Regulations (Board of Trustees Certification 13, 2009-2010) identifies academic dishonesty, including fraud, plagiarism, unauthorized copying, impersonation, and facilitating such conduct. Academic Senate Certification 64 (2022-2023) further affirms honesty, respect, responsibility, and academic rigor in teaching, learning, and research. Violations are subject to disciplinary action. Users must also protect their institutional credentials.

POLICY AND PROCEDURES FOR ADDRESSING SEX- OR GENDER-BASED DISCRIMINATION

Pursuant to Governing Board Certification 107, 2021-2022, the University promotes a safe environment and establishes procedures for addressing discrimination based on sex, gender, or pregnancy; sexual harassment; sexual violence; domestic violence; dating violence; and stalking.

GRADING SYSTEM

A, B, C, D, and F.

EMERGENCY CONTINGENCY PLAN

If an emergency or class interruption occurs, the professor will continue the course through distance or online modalities, in accordance with institutional directives, and will communicate with students through institutional e-mail or other available channels.

BIBLIOGRAPHY

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
- Andino-Pratts, A., Fajardo, Z., Fernández, L., & Rivera-Aponte, A. (2016). Diseño de un módulo instruccional para promover la efectividad de la competencia de comunicación escrita en las escuelas de negocio. Cuadernos de Investigación, 31.
- Bovée, C. L., & Thill, J. V. (2007). Business communication essentials (3rd ed.). Pearson.
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- Castro-González, S., Arias Díaz, O., & Irizarry Quintero, A. (2016). Organizational effects and labor behavior of domestic violence. Academia Revista Latinoamericana de Administración, 29(4), 1-16.
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- Gannon, M. J., & Pillai, R. (2015). Understanding global cultures. SAGE.
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- Piekkari, R., Welch, D., & Welch, L. (2014). Language in international business. Edward Elgar.
- Rapaille, C. (2015). The global code. St. Martin's Press.
- Sorrells, K. (2013). Intercultural communication: Globalization and social justice. SAGE.
- Thomas, D. C., & Peterson, M. F. (2016). Cross-cultural management: Essential concepts. SAGE.

ELECTRONIC RESOURCES

Purdue Online Writing Lab; Merriam-Webster Dictionary; National Institutes of Health research resources; TED Talks on presentation design; and selected academic-journal databases available through the University Library System. Electronic resources should be reviewed and updated each semester.

Last updated: May 2026