OBJECTIVE...
To fulfill the requirement as noted on the syllabus. This biography report objective is to further aide in advancing one's knowledge based on research and reporting one's findings with ultimately expanding one's knowledge. Ultimately this and similar efforts do contribute to your overall learning experience thus accomplishing the objective of expanding one's knowledge in business.

REPORT TOPIC...
Choose a small business owner (past or present) who started their business and report on their company! Focus is on their business, its growth and changes currently and throughout the years. The company may be either a closed or open corporation.

REPORT FORMAT...*[Reports are always “doubled” spaced and keyed or typed with a cover sheet]*
*REPORTS MUST BE IN A FOLDER*

A. Foreword: Explain briefly (usually no more than a page in length) why you chose the biography.

B. Introduction: Include a brief history of the individual particularly if that individual's history had an influence or direct impact on their starting their business.

C. Body of the Report: This section is the major area of the report. The bulk of your research thus the report itself is to include the majority of the data on the business. Use “sub-titles” and quotes where applicable. Discuss whatever you feel is appropriate about the entrepreneurship/small business. Document any quotes using a bibliography page—number your quote sequentially and acknowledge that number on the bibliography page by placing the number(s) following the source or the quote.

D. Explain what attracted you this entrepreneur. Include what the competitive edge for the company.

E. Summary: Place your opinion and/or your thoughts regarding this assignment in this section.

F. Make sure that you include what you’ve learned and any other info helpful in clarifying and/or explaining what either impressed or expanded your education or knowledge.

RECOMMENDATIONS...
~Use of pictures and or graphs are very much encouraged~
~Appendices (data at the end of a report usually in a section and labeled as such is encouraged) is helpful.

THERE IS NO SET NUMBER OF PAGES. CONCENTRATE ON REPORTING THE INFO AS SUGGESTED IN THIS GUIDELINE AND THE PAGE “CONCERN” WILL TAKE CARE OF ITSELF.