# Generating Reports for Business Performance Tracking

## Part 1: Office Roleplay Dialogue

**Scenario:** An Intelligence Analyst, Ayaka, is discussing **business performance** reporting with her colleague, Daniel, to ensure that stakeholders receive clear and accurate updates.

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**Daniel:** Hey Ayaka, how's the **reporting** coming along for this quarter?

**Ayaka:** It's going well. I'm finalizing the **metrics** we'll use to measure **business performance**.

**Daniel:** That's important. What key figures are we including?

**Ayaka:** Revenue growth, customer satisfaction, and operational efficiency—those are the main ones for **stakeholder communication**.

**Daniel:** Sounds good. How often will we generate these reports?

**Ayaka:** We're setting up **automated reporting**, so stakeholders will receive weekly updates without manual work.

**Daniel:** That will definitely save time. Do we need to prepare a presentation as well?

**Ayaka:** Yes, I'll summarize the key findings in a dashboard so everything is easy to understand.

**Daniel:** Great. When should we send out the first batch of reports?

**Ayaka:** By Friday. I'll do a final check tomorrow before scheduling the **automated reporting**.

**Daniel:** Perfect. This will make **stakeholder communication** much smoother.

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**Part 2: Comprehension Questions**

**1. What is Ayaka finalizing for the report?**

(A) A list of company emails

(B) The metrics for measuring business performance

(C) A new social media strategy

(D) The office seating arrangement

**2. How will stakeholders receive reports regularly?**

(A) By manually written letters

(B) By word of mouth

(C) Through printed books

(D) Through automated reporting

**3. What key figures are included in the reports?**

(A) Employee birthdays and lunch schedules

(B) Office furniture costs

(C) Revenue growth, customer satisfaction, and operational efficiency

(D) Daily weather updates

**4. When will the first batch of reports be sent?**

(A) By Friday

(B) Next year

(C) In six months

(D) No reports will be sent

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**Part 3: Key Vocabulary Definitions in Japanese**

1. **Reporting (レポーティング)** – 企業やプロジェクトの状況をまとめ、定期的に報告すること。

2. **Metrics (指標)** – 業績を評価するための数値データ。

3. **Business Performance (業績)** – 企業の財務状況や運営の成功度を示す指標。

4. **Stakeholder Communication (ステークホルダーとのコミュニケーション)** – 企業の関係者（経営者、投資家など）に情報を共有すること。

5. **Automated Reporting (自動レポート作成)** – システムを利用して定期的にレポートを作成し、配信するプロセス。

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**Part 4: Questions & Correct Answers**

1. **What is Ayaka finalizing for the report?**
   ✅ (B) The metrics for measuring business performance

2. **How will stakeholders receive reports regularly?**
   ✅ (D) Through automated reporting

3. **What key figures are included in the reports?**
   ✅ (C) Revenue growth, customer satisfaction, and operational efficiency

4. **When will the first batch of reports be sent?**

☑ (A) By Friday