

## English B

### Text Type: Official Report

**In the professional world, decision makers rely on two broad types of report: Some reports focus primarily on *information* ('what is being done now,' or 'what the survey/research found'). But beyond merely providing information, many reports also include *analysis* ('what this information means for future policy,' 'what courses of action should be considered,' 'what action should be taken and why'). . . .**

### FORMAT FEATURES

- Register formal
- Language impersonal and factual (avoid first person “I” and emotive vocabulary)
- Uses cautious language e.g. “may” and “could” etc.
- Uses straightforward but precise language
- Content is logically organized and concise

### Organization of Content

- Report Title
- Name(s) of Author(s)
- Short Summary of the Report
- Introduction
- Headings and Sub-Headings
- Conclusions

### Example

Example excerpts from a Report on an American Community Health Survey

### Purpose

This report presents the findings from the first phase of the Multnomah County Community Health Assessment. This first phase is the Community Themes and Strengths Assessment, and was conducted from September 2010 through April 2011. This study is the first of four complementary assessments based on the National Association of County and City Health Officials’ (NACCHO) Mobilizing for Action through Planning and Partnerships (MAPP) model. MAPP is a community planning process developed to identify key health issues and recommendations to improve public health through the involvement of community members and stakeholders from community-based organizations, advocacy organizations, and government. The process is facilitated by public health leaders and is intended to increase the efficiency, effectiveness, and, ultimately, the performance of local public health systems

### Process

The Community Health Survey was conducted during the spring of 2011. The purpose of the survey was to collect opinions and perceptions of health in Multnomah County from specific populations that may have been missed in previous health assessments, such as residents of Mid-County and East County. Survey questions elicited opinions on key factors that improve quality of life, the most important health problems, and risky behaviors that have the greatest impact on community health in this county. The survey also asked respondents to rate their

health and their community's health on a five point Likert scale.

**What do you notice about the language in this report?**

- how personal or impersonal the language is
- how formal the language is
- the kinds of vocabulary are used
- the use of active or passive form
- the verb tenses used
- types of sentences used