

Report → purpose to inform by using facts / figures + examples

Title: Keep it concise and informative.
Introduction: Explain what information your report will include. Two or three sentences are enough.
Informative paragraphs: Use subheadings. Cite percentages and fractions according to research. Do not write your own opinions.
Recommendations / Conclusions: Sum up your findings and suggest next steps. Use bullet points to illustrate separate points.

Introduction المقدمة

The aim of this report is to ... الهدف من التقرير هو ...

This report examines ... التقرير يناقش ...

In this report, [...] will be examined. في هذا التقرير، [الفكرة] سيتم مناقشتها

Reporting information طرح المعلومات

There are more than [...] well-equipped health centres in [name of town].

هناك أكثر من [عدد معين] من المراكز الصحية المؤهلة جيدا في [المنطقة]

Almost three-quarters of the population are regular users of ...

- تقريبا ثلاثة ارباع السكان هم مستخدمين منتظمين لـ.....

The number of [...] has declined/increased since [date].

- ان عدد الـ [فئة، مرض، اصابة، شيء] قد انخفض/ازداد منذ [تاريخ معين]

Conclusion/Recommendations الخاتمة والتوصيات

It appears that ... انه يبدو كأنه ...

This results in ... هذه النتيجة في ...

It is recommended that ... يجب التوصية ...

The best course of action would be to أفضل مسار للعمل يكون في اجابة مقترحة

Health facilities in Jordan

Health facilities in Jordan is among the best in the Middle East. The aim of this report is to discuss health facilities in Jordan.

Health care centers

There are more than 800 well-equipped health centres in all over Jordan. In addition, there are more than 188 dental clinics. These centers provide excellent health care to millions of Jordanians.

Hospital

There are many hospitals in Jordan spread in all cities like King Hussein center for cancer in Amman. King Abdullah in Irbid. These hospitals have well-qualified doctors who have good reputation. Moreover, many patients from Arab countries come to Jordan to make surgeries like open heart surgery.

life expectancy

The life expectancy figures show that Jordan's healthcare system is successful. In 1965 CE, the average Jordanian's life expectancy was age 50. In 2012 CE, this average life expectancy had risen to 73.5.

Conclusion and recommendation

It appears that Jordan has excellent health care centers as well as well-qualified doctors. It is recommended to increase hospitals in the cities of the south of Jordan like Kerak and Aqaba.

Statement
Topic

Program

Summary

Formal

To tell the reader about the subject
 → words not a sentence
 → grab the reader's attention

→ short to guide

1. You don't know the reader
 2. The content is quite serious
 Long sentences / relative pronouns / formal vocabularies
 linking expressions + Start with HCS → add to the formality

الكتابة Writing

(صفحة 19 Student's Book)

Write a report about health facilities in your area. Remember to include a title, and supply factual information. Write about 200 words.

المطلوب: اكتب تقريرا عن المرافق الصحية في منطقتك. تذكر أن تشمل العنوان، وأن تقدم معلومات واقعية/حقيقية. اكتب تقريبا 200 كلمة.

إجابة مقترحة كما يلي: (حاول أن تكتب عن الواقع الصحي في منطقتك بنفس الطريقة)

Health Facilities in South East Amman: A report

Introduction

The aim of this report is to examine health facilities in South Amman. The health services in Amman are provided by both the public and the private sectors. In this report I will look at health facilities in Amman and the services provided to inhabitants of South Amman.

Public Health Facilities

There are two major public hospitals in South East Amman: Al-Bashir Hospital and Atutanji Hospital. Located in a densely-populated area of Amman, the two hospitals provide comprehensive healthcare service to thousands of patients every year in all branches of medicine. In addition, there are more than 30 well-equipped health centres that provide health services to hundreds of people every day as well as immunising infants against all known diseases, such as measles and chicken pox, etc. As a result, the number of infant mortality has declined sharply since the 1960s.

Private Health Facilities

There are about 20 health centres in the area that provide first aid and emergencies services. Almost a quarter of the population are regular users of these private health centres.

Conclusion

It appears that the area of South Amman has comprehensive health services for infants, adults and the disabled, but the area is one of the most populated areas in Jordan that needs more health facilities to provide adequate healthcare for the population. Here are some recommendations to improve the healthcare in the area:

- setting up a new comprehensive hospital to cope with the increasing number of patients.
- appointing more medical staff to take care of the huge numbers of patients in the area.