

## UNIT 3 WRITING

### PART 2

#### **SUBJECT HEADING (name of the mission and purpose of the mission)**

*"SUBJECT: Mission to Arcadia City and Oceantide: needs assessment of transportation facilities"*

#### **PARAGRAPH 1 : purpose of the report/ mandate for the mission/ dates of the mission/ if the report is part of a series**

*"1. The purpose of this report is to provide an assessment of the present state of the transportation infrastructure of Arcadia following the recent civil strife in that country ... to continue/resume. The mission took place from 1 October to 1 November 2003. This report is the first in a series."*

#### **PARAGRAPH 2 : concise description of the work of the mission/ indication of recommendations**

*"2. Team #1 from the Department of Infrastructure Assessment has evaluated the transportation facilities ... Based on its findings, it recommends remedies to facilitate the flow of vital goods."*

#### **PARAGRAPH 3 (a): introduce different components of the work of the mission**

*"3. Below is an evaluation list of key facilities, followed by the recommendations of Team # 1:*

##### ***(a) Airports***

*Northern Arcadia has two major airports, Arcadia International Airport, 15 miles east of Arcadia City and Oceantide Airport, located about 10 miles north of the main port. The team found that, although ... then transport passengers to their destinations in and around Arcadia City."*

#### **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described**

*"RECOMMENDATION: More helicopters must be made available until key roads leading to and from the airport are repaired. Goods destined for Oceantide may be delivered directly to the city's port from the neighboring country of Palomia."*

## UNIT 3 WRITING

### PART 2

#### **SUB PARAGRAPH (b) : describe another component and finding of the work of the mission**

*"3. Below is an evaluation list of key facilities, followed by the recommendations of Team # 1:*

##### ***"(b) Roads***

*Many key roads needed for the transportation of food, medicines and essential personnel are no longer functional. These roads have suffered severe damage as a result of the recent strife. The main roads leading to and from the airport are so badly damaged that vehicles cannot pass through. In addition, fallen trees and buildings block their way."*

#### **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described**

*"RECOMMENDATION: More workers must be sent to repair roads and clear the area so that normal traffic can resume as quickly as possible. Specialists must be sent to ensure that the traditional style of Arcadia's roads, a source of cultural pride and tourist revenue, is preserved."*

#### **SUB PARAGRAPH (c) : describe another component and finding of the work of the mission**

##### ***"(c) Bridges***

*Thanks to the successful intervention and respect for the cease-fire agreement, only one bridge, the "Arcadia Minor Bridge", suffered damage due to ... hindrance to the transport of vital goods. Before the outbreak of tensions, the "Arcadia Minor Bridge" was under repair. Its repair work has been temporarily suspended."*

#### **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described**

*"RECOMMENDATION: Continue the suspension of repair work on the "Arcadia Minor Bridge" so that workers and other resources can be directed to repairing roads vital to the transport of key supplies."*

**UNIT 3 WRITING**  
**PART 2**