

Council Report Voice

Notice how a civic report sounds clear, respectful, and precise.

L6-8WHST1.d "Establish and maintain a formal style."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three words or phrases that sound formal enough for a report to a town council. Circle the transition words or phrases that organize the writer's ideas.

A Report on the Ferry Landing

- ① To the Riverbend Town Council: The town should protect the old ferry landing beside the Gray River. From 1848 to 1902, the landing connected farms on the east bank with the market and rail depot on the west bank. Farmers transported grain, milk, and lumber across the river. Preserving the site would help residents understand how transportation shaped the town's early economy. The landing also offers a local place where students can examine primary sources and learn about community history.
- ② First, the council should ask a local historian to document the landing's remaining features. A clear sign could explain the ferry route and name the families who operated it. In addition, the town could repair the path leading to the river, provided that the work does not damage the shoreline. These steps would make the location safer for visitors while respecting its historical value. The project would require planning, but it would not require rebuilding the entire landing.
- ③ Protecting the ferry landing is a practical way to preserve Riverbend's shared past. The council can begin with research and a modest sign, then consider additional repairs after reviewing costs. This approach recognizes both the town's budget and the importance of accurate history. Therefore, the council should include the landing in its next preservation plan. A careful decision now can ensure that future residents have evidence of the town's connection to river travel and trade.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Which sentence gives the report's main recommendation? Copy the sentence.

2 How do the words "First" and "In addition" help the report sound organized?

3 Copy one phrase that makes a recommendation sound measured rather than demanding.

4 Which sentence uses a formal transition to introduce the writer's conclusion? Copy it.

3 YOUR TURN _____ Your own words

Your town is deciding whether to preserve a train depot built in 1915 that once shipped crops to other cities. Write a four-sentence formal recommendation to the town council. State your position, use the date as evidence, include a transition such as "In addition" or "Therefore," and avoid contractions and slang.

PART 1 • READ AND MARK

Underline three words or phrases that sound formal enough for a report to a town council. Circle the transition words or phrases that organize the writer's ideas. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which sentence gives the report's main recommendation? Copy the sentence.	"The town should protect the old ferry landing beside the Gray River."
2	How do the words "First" and "In addition" help the report sound organized?	They introduce and add related recommendations in a clear order.
3	Copy one phrase that makes a recommendation sound measured rather than demanding.	Answers may include "should ask," "could repair," "would make," or "can begin."
4	Which sentence uses a formal transition to introduce the writer's conclusion? Copy it.	"Therefore, the council should include the landing in its next preservation plan."

PART 3 • YOUR TURN (SAMPLE ANSWER)

To the Town Council, the 1915 train depot should be preserved. The building shows how local farmers sent crops to other cities by rail. In addition, a historical sign could explain the depot's role to visitors and students. Therefore, the council should study repair costs and include the depot in its preservation plan.

Accept wording that maintains a respectful, objective tone and uses precise civic language. For the open response, look for exactly four sentences, a clear position, the date as evidence, a transition, and no informal language or contractions.