**By**: Shahd Khudher, student in English 301

**To:** Miranda Hoang, student in English 301

**Date:** July 19, 2021

**Subject:** Office Protocol Regarding the Periodontal Patient at Spencer Dentistry

Dear Miranda,

Thank you for submitting the draft and exploring such topic, the protocol of periodontal patients is of high importance to dental professionals and patients, specially, after the update that was proposed couple of years ago. Below is the review of the report with some improvement suggestions and comments.

**First Impressions:**

What a great draft of the Formal Report! Enjoyable and greatly formulated document that is well put together. All steps of the assignment were followed and answered to its aspects. Being a dental hygienist, the topic, and the efforts are greatly appreciated.

**Organization:**

The document is greatly organized with correct use of headings, the flow is easily followed. Using clear and concise description in each paragraph gives strength to ideas presented. One minor suggestion would be to move sections D, E & F to the body or the data collection part. The same goes for the identification of your readers or audience, maybe moving it to the introduction would be beneficial.

**Introduction:**

Introduction of the document is well produced and straight to the point. It paints the idea of where is this report going nicely. A small spelling mistake is noticed in the second line “sability” did you perhaps mean stability?

**Identifying the Current Problem:**

Thoroughly explained and backed by great references that are correctly mentioned. All aspects of the problem are covered, however, a suggestion to put the focus in bullet points to easy the reader to locate them in such important paragraph.

**Identify the purpose of the report and the intended audience:**

Smooth flow to the proposed solution after explaining the scope of the problem thoroughly and again nicely supporting it with references. As mentioned above, maybe mention the audience early in the paper.

**Collected Data/Body:**

The data explanation and expansion as well as all illustrations are impressively presented and well put together.

**Conclusion:**

What a great way to summarize the 3 aspects of the paper, stating the main points, interpreting them and finally a nice list of recommendations to Specer’s dentistry. The precise points were stated to purpose your solution are measurable and feasible, specially, when the office evaluates the outcome after implementation of the proposed policy. I highly trust that the benefit is effectual.

**Grammar/Technical Errors**

Kindly refer to the minor recommendations below:

* Spelling mistake in the “Description and Background Information” paragraph: Changing sability to stability.
* Placing a comma after “Currently” in the same paragraph towards the end.
* A reference number appears in section B. Identify the current problem, numbered 10 without a corresponding reference in the references list.
* In section A. Summary of Findings in the Conclusion there is “inside of (. Not sure if we could use one within the other, will investigate it further myself.

Impressive formulation of the draft achieved by your efforts seems to leave little space for recommendations, I fondly read the paper multiple times and will refer to it in the daily practice of dental hygiene. Thank you for this focused paper and good luck with the project.