

# Virginia Western Community College

## ADJ 215

### Report Writing

#### **Prerequisites**

None

#### **Course Description**

Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research. This course is designed for the criminal justice professional. This class will help students learn to improve their writing ability regardless of their writing ability. The student will develop the methods, skills, techniques and resources needed to continue improving their writing ability. The course combines lecture, discussion, practical exercises, peer evaluation, repetition and correction to engage the student to put into practice the principles taught in the class.

**Semester Credits: 3**

**Lecture Hours: 3**

**Lab/Clinical/Internship Hours: 0**

#### **Required Materials**

1. Textbook
2. Internet access
3. Blackboard

#### **Textbook:**

A textbook is not required for this class. All resources are internet based and provided to the student in class.

#### **Other Required Materials:**

None

#### **Course Outcomes**

**At the completion of this course, the student should be able to:**

- Learn to write in the first person.
- Learn a writing style to convey events in an organized, logical manner.
- Learn to incorporate the critical information for the topic, (probable cause for a particular crime, events pertinent to an event or complaint).
- Learn proper grammar and punctuation for business communication.
- Learn acceptable formats for internal written communication.

**Topical Description**

|    |  |
|----|--|
| 1  | Police report writing  |
| 2  | Jail report writing  |
| 3  | Writing effectively  |
| 4  | The process of communication                                     |
| 5  | The elements of writing  |
| 6  | Barriers to effective communication                              |
| 7  | Writing to the audience  |
| 8  | Writing clear, organized, concise, complete and accurate reports |
| 9  | Grammar, spelling, confusing words                               |
| 10 | Proofreading   |
| 11 | Evaluation of others   |

**Notes to Instructors**