

Revised: Fall 2014  
Fall 2015  
Fall 2016

# **ADJ 215**

## **Report Writing**

### **COURSE OUTLINE**

**Prerequisites:** A student in good standing at Virginia Western Community College

#### **Course Description:**

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**

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# ADJ 215: Report Writing

## 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.

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# ADJ 215: Report Writing

## Required Materials:

1. Internet access
2. Blackboard access
3. Thumb drive

## Textbook:

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

**The following supplementary materials are available:** None

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# ADJ 215 Report Writing

## Topical Description:

- Police report writing
- Jail report writing
- Writing effectively
- The process of communication
- The elements of writing
- Barriers to effective communication
- Writing to the audience
- Writing clear, organized, concise, complete and accurate reports
- Grammar, spelling, confusing words
- Proofreading
- Evaluation of others

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