

## **Course Title: Corrections Report Writing**

**Credit Hours: 3**

Course Description: This course is designed to include the basic concepts of written communications adapted to the specific tasks encountered in the corrections profession. There will be heavy concentration in dealing with conflict and cooperation, proper grammar and writing informative and proper corrections reports. The actual class time will be spent in group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

Students who successfully complete this course will:

1. Develop professional, organized and ethical note taking and reporting skills
2. Follow proper writing practices to develop a report
3. Improve interpersonal skills

### **COURSE COMPETENCIES**

1. Develop professional, organized and ethical note taking and reporting skills
  - a. Develop reports in chronological order
  - b. Define fact vs opinion
  - c. Define vague vs specific language
  - d. List common abbreviations for note taking
  - e. Analyze the integrity of the information provided
2. Follow proper writing practices to develop a report
  - a. Develop proper proofreading skills
  - b. Define first- vs third-person reporting
  - c. Define active vs passive voice
  - d. Apply appropriate grammar and punctuation to written communications
  - e. Apply appropriate vocabulary and body language as related to corrections situations
  - f. Write logical, coherent phrases, sentences and paragraphs
  - g. Use proper spelling and punctuation
3. Improve interpersonal skills to produce professional correctional reports
  - a. Develop in-depth interviewing skills used in investigative reporting
  - b. List ten steps to becoming a good listener
  - c. Establish rapport with interviewee
  - d. Define nonverbal communication

## **COURSE OUTLINE (Suggested)**

- A. Writing Techniques to Increase Learning.
  - 1. Writing for yourself and others
  - 2. Taking good notes
  - 3. Writing to improve reading
  - 4. Writing to improve observation
  
- B. The Writing Process.
  - 1. Researching or gathering information
  - 2. Critiquing information for integrity
  - 3. Pre-Writing using the information gathered
  - 4. Drafting the document in appropriate format
  - 5. Planning
  - 6. Revising
  - 7. Editing
  
- C. Basics of Report Writing for the corrections Field
  - 1. Introduction to report writing
    - A. Types of reports use in corrections field
    - B. Format – examples of local, state and federal reports
    - C. Reports as evidence in a criminal case
  - 2. The parts of a report
  - 3. The report writing process
  - 4. Writing with appropriate style