



## Police Writing: A Guide to the Essentials

By Rogers Rupp, Kelly

Prentice Hall, 2004. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Preface. To the Student. To the Instructor. Acknowledgement. UNIT 1. WRITING FOR A PURPOSE. 1. Report Writing Style. What is Style? The Seven C's of Criminal Justice Writing. Chapter Summary. Activities. 2. Planning and Organizing. Why are Planning and Organizing Important? Prewriting. Writing. Revising. Chapter Review. Activities. UNIT 2. WRITING FOR LAW ENFORCEMENT. 3. Writing a Law Enforcement Report. Special Considerations. Why We Write. What Reports Reflect. Elements of a Good Report. Field Notes. Incident Reports. Non-Fatality Traffic Accidents. Arrest Warrants. James Lewis Blue. Chapter Summary. Report Characteristics. Field Notes. Narrative Reports. Activities. 4. Writing Letters, Proposals and Reports. Jack of All Trades. Letters and Memos. Writing Proposals. Writing Short Reports. El Reno Police Department Memo. Chapter Review. Activities. 5. Writing for a Job Search. Writing Cover Letters. Writing Resumes. Writing Follow-Up Letters. Chapter Summary. Activities. UNIT 3. WRITING FOR ACADEMICS. 6. The Research Paper. What is a Research Paper? Chapter Review. Activities. 7. Researching. Types of Research. A Word about Internet Plagiarism. Making Reference Cards. Making Note Cards. Checklist for Preparing to Write. Activities. 8. Organizing and Drafting. Making an Outline. Writing...



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