

NAME:

DATE:

- FORMS** -- Not properly filled out
Missing contact information for (R/P)/ (V)/ (W)/(S)
Improperly cataloged evidence
Incorrect descriptors/abbreviations used

NARRATIVE:

- Abbreviations should be written out first and followed by the abbreviation. Thereafter the abbreviations may be used alone. i.e. Peace Officer Standards and Training (POST)

- Proofread – to find missing words, misspellings and inappropriate words that Spell Checker does not catch. i.e. to, two, or too bear or bare and their and there OR “see” instead of “seen” or “show” instead of “shown”

Major Problems Throughout
Some errors – carelessness

- GRAMMAR** – incorrect verb tense; run-on sentences (R.O.); subject-verb agreement; misuse of possessive and plurals (i.e. the different meanings implied by: parents, parents’ and parent’s); inconsistent verb tense (same paragraph must be same verb tense); sentence fragments (incomplete sentences); too many contractions (it’s, there’s, don’t); incorrect or missing punctuation; incorrect words;

Excellent

Good

Needs Improvement (OK for high school, not for college)

Poor (Use the on-line writing center; use the tutoring center, buy a book on grammar)

Atrocious (major problems, go to the English Lab, use the tutoring center)

- SPELLING** -- Didn’t spell check
Major frequent errors

- SIMPLIFY** -- These are reports not fictional pieces or conversations.
Delete extraneous words; simplify sentences.
“Fuzzy” words used – Use definitive terms
Write to explain not impress!

- INTRODUCTION** – ALWAYS Day/Date/Time
Day missing
Date Missing
Time Missing
No Introduction
What were you doing?/How did you get this call?

- BODY** -- Chronological Order
Your chronology missing
R/P chronology missing
Your actions not recorded

- STATEMENTS** – Paraphrase statements
Only directly quote when needed
Statement quoted is incorrect

- FORMAT** -- Sloppy printing
Not blocked lettered
Too much correction fluid
Too many/sloppy strike-thrus