Writing Typs

Quality Matters

A well-written report provides a timely, accurate, and objective account which captures personal and institutional memory. Spelling, grammar, and formatting errors, while they may seem minor, may have a significant impact on how a report is regarded or even contribute to misinterpretations.



Editing Typs*

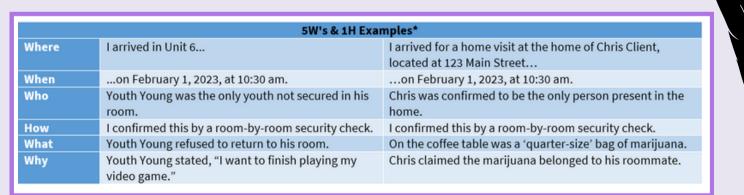
- When you are done with a report, if possible, walk away from it.
- Print the report and/or read it out loud.
- Does it address the 5W's & 1H?
- Proofread the report; look for spelling and grammatical errors.

WHAT'S IN THIS ISSUE:

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- Tips and Examples



When you prepare to write a report (e.g., reports for court), enter in the date the report is due to file and the date due to your supervisor for review in your calendar.



Tips	Examples
Write in the first person	✓ I asked the youth to review their success plan.
Use language and terminology that is commonly understandable	X Labeling and Derogatory: My client is homeless bum.
to others, professional, and devoid of slang, labeling, or derogatory	X Labeling and Derogatory: This kid is a hot mess.
language.	X Slang: I observed the client hotboxing in the car.
Distinguish between objective facts and assessments based on	X Subjective: My client was nervous.
professional standards and judgment (subjective).	Objective: My client was rubbing his hands together and tapping his left foot.
Keep the writing simple, short, and straight to the point.	X Lengthy: It has come to my attention that there is a vast proliferation of
	undesirable vegetation surrounding the periphery of this facility.
	✓ Succinct: I have noticed many weeds growing around the building.
Use the system or MS Word to spell check. Be aware of commonly	Your vs You're. Then vs Than. They're vs There vs Their. Lose vs Loose. It's vs Its. Lie
misused words.	vs Lay. To vs Too. Elicit vs Illicit. Further vs Farther