

# TABLE OF CONTENTS

## Chapters

1	THE REPORT AND THE REPORT PROCESS (Why Take a Report?)	1 - (1-11)
2	REPORTING PROCEDURES (What Are the Rules?)	2 - (1-7)
3	BASIC ELEMENTS OF REPORT WRITING	3 - (3-47)
4	GRAMMAR (Rules of the Road)	4 - (4-19)
5	GATHERING THE FACTS (The Investigative Process)	5 - (5-18)
6	REPORT STRUCTURE (Basic Organization)	6 - (6-10)
7	CHRONOLOGICAL ORDER (The Time Line Model)	7 - (7-39)
8	WRITING THE REPORT (From Notes to Report)	8 - (8-8)
9	REVIEW THE REPORT (Checking Your Work)	9 - (9-5)
10	CONSTRUCTION OF A REPORT (Putting it Together)	10 - (10-7)

## Appendixes

1	Language Basics	
	a. Parts of Speech	A1 - (1-8)
	b. Punctuation/Capitalization	A1 - (9-17)
	Punctuation	(9-16)
	Capitalization	(16-17)
	c. Sentence Structure	A1 - (18-19)
	d. Basic Rules	A1 - (20-21)
2	Spelling	
	a. Troublesome Words (a list)	A2 - 1
	b. Commonly Misspelled Words	A2 - 2

## Appendixes Cnt'd

- |   |                             |            |
|---|-----------------------------|------------|
| 3 | Jargon                      |            |
|   | a. Corrections Jargon       | A3 - 1     |
|   | b. Police Jargon            | A3 - (2-4) |
|   | c. Jargon Generator         | A3 - 5     |
| 4 | Slang                       |            |
|   | a. Surfer Slang             | A4 - (1-2) |
|   | b. Street Slang             | A4 - 3     |
| 5 | Listening                   |            |
|   | a. Listening Well           | A5 - (1-2) |
|   | b. Basic Rules of Listening | A5 - 3     |
| 6 | WH-word Questions           | A6 - (1-2) |
| 7 | Antique Reports             | A7 - (1-2) |