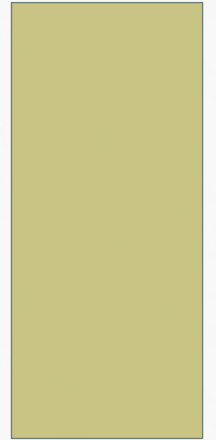


# **PROOFREADING REPORTS**



# WHY IS IT IMPORTANT?

- Proofreading is a way to catch errors in your report before submitting to a supervisor for approval.
- Depending on the report, it could be read by dozens of employees, including command staff, and the public.
- Our reports are potential legal documents, it's important they are accurate and factual.
- You may need this report to refresh your memory while testifying in court...weeks, months, years later.

# PROOFREADING TECHNIQUES

- Proofread in a distraction-free space.
- Proofread sentences after writing, after you finish a paragraph, or after you've finished the entire report.
- Take a short break and go back to your report.
- Print out your report, and have a pen handy for corrections.
- Read your report out loud.
- Give your report to someone else to proofread for you.
- Use the spell check (with caution).
- Use the grammar check (with caution).

# WHAT TO LOOK FOR WHEN PROOFREADING A REPORT

- **Spelling and Grammar errors**

- Word spelling vs. meaning.
  - Their/There/They're
  - Ate/Eight
  - Pear/Pair
  - See/Sea
  - Write/Right
- Use of commas, periods, quotation marks.
  - Inmate Smith said, "I hit him because he disrespected me."
- Transposing letters
  - From vs. Form
- Confusing similar words
  - Affect vs. Effect
  - Then vs. Than

# PROOFREADING CONT.

- **Capitalize Proper Nouns**

- Specific: Person, Place, or Thing
  - Deputy, Nurse, House 2, 6<sup>th</sup> Floor, Transportation Deputy....remember, employees get their titles.

- **Verb Tenses**

- The **tense** of a **verb** tells you when a person did something or when something existed or happened. There are three main **tenses**: the present, the past, and the future.

\*Law enforcement reports are written in past tense; so we don't need to say something "had happened." It's already past tense, we don't need to make it more past tense.

# PROOFREADING CONT.

- **Sentence Structure**

- Keep it simple. “See Jane run. See Spot jump.”
- Avoid putting too many actions or thoughts into one sentence.
- Try not to fancy up your report with big words.

- **Formatting**

- Use the headers provided, 1” margins, font size 12 and something easily read such as; Times New Roman, or Arial, etc.

# PROOFREADING CONT.

- **Consistency**

- If you initially type the date as February 1, 2019, don't switch to 02/01/19.
- The first time you refer to a partner as "Deputy..." you can use "Dep." for short the next time. Pick either the full version or shortened, but don't go back and forth.

- **Overall Flow**

- Does the report make sense, does it tell a story?
- If you weren't there, can you picture exactly what happened?

# PROOFREADING EXERCISE

## **Exercise 1:**

Inmate status Report