

Larry Miller & John Whitehead: Report Writing for Criminal Justice Professionals,
Sixth Edition

Chapter 2: Starting to Write

Test Bank

1. Which part of the report provides the basic identifying information about the who, what, when, where, and how of an incident?

- *a. The face page
- b. The appendix
- c. The affidavit
- d. The narrative

2. What is the first step in writing the narrative report?

- a. Making sure that you have the correct form
- b. Getting approval from your supervisor
- *c. Reviewing the notes that have been taken
- d. Finding an example report to write your report

3. Miller and Whitehead recommend using your shopping list to _____ similar ideas or facts or information that logically fits together.

- a. delete
- *b. group
- c. disaggregate
- d. select

4. What is the last step of the planning phase of writing the narrative report?

- a. Submitting your report to the district attorney's office
- b. Getting your supervisor to approve the report
- c. Creating a shopping list to organize the report
- *d. Placing the labeled groups in a logical order

5. It is recommended that you read your report twice:

- *a. Once for content and once for spelling and punctuation errors
- b. Once for organization and once for inconsistent statements
- c. Once for margins and tabs and once for line spacing
- d. Once for headings and subheadings and once for mechanical errors

6. Avoid writing reports that are full of _____.

- a. verbs and adverbs
- b. legalese and conjecture
- *c. jargon and abbreviations
- d. facts and figures

7. When can you use slang in a report?

- a. Never
- b. Only when told to do so by a supervisor
- *c. Only when giving an exact or necessary quote
- d. Only when citing someone else's report

8. What are the three major tenses used in criminal justice reporting?

- a. Past, past participle, and present
- b. Present perfect, past perfect, and simple present
- c. Simple past, future, and future perfect
- *d. Past, present, and future

9. What tense is used to write most reports?

- *a. Past
- b. Present
- c. Future
- d. None of the above

10. Identify the tense being used in the following sentence: I notified my sergeant that I wrecked my cruiser.

- a. Present
- b. Future
- *c. Past
- d. None of the above

11. Reports are best written in the _____ voice because such sentences are clear and normally require fewer words.

- a. Inactive
- *b. Active
- c. Reactive
- d. Proactive

12. In the active voice, the subject is acted upon.

- True
- *False

13. A major problem in reports is the failure of the pronouns to agree with the subject.

*True

False

14. The use of pronouns can confuse the reader.

*True

False

15. The authors of this text recommend that criminal justice personnel use third person.

True

*False

16. "He" is the preferred pronoun for report writing.

True

*False

17. Avoid the use of legalese in an attempt to sound professional.

*True

False

18. Be sure to use extremely long and/or run-on sentences in reports.

True

*False

19. Reports must be completed in a timely manner.

*True

False

20. Describe what information is contained in a face page.

21. What is passive voice? Why is active voice preferred for report writing?