Law and Order unit VI

Law enforcement communications

**Active voice:** the subject performs the action of the sentence. In contrast to passive voice

**Chronological Order:** in time sequence

**Concise:** avoiding wordiness: making every word count without leaving out important facts

**Conclusionary Language:** nonfactual: drawing inferences; for example “The man was nervous” to be avoided in police reports

**Connotative:** adjective describing words that have an emotional effect, with meanings that impart either positive or negative overtones

**Content:** What is said in a narrative, as opposed to form, which is how a narrative is written. The content of an effective report is factual, accurate, objective, and complete

**Denotative:** adjective, describing words that have little emotional tension and are objective in their meaning

**Fact**: something known to be true

**First Person:** the use of I, me, we and us in speaking and writing in contrast the second person(you) and the third person (he) or this officer)

**Form:** how a narrative is written, in contrast to content, which is what is said in a narrative. The form of a well-written report is concise, clear, grammatically and mechanically correct, and written in Standard English

**Inference:** a conclusion based on reasoning

**Mechanics:** The use of spelling, capitalization and punctuation in written communication

**Narrative:** a technical report structured in chronological order describing a sequent of investigative events

**Objective:** nonopinionated, fair and impartial

 **Opinion:** a personal belief

**Past Tense:** Use of verbs that indicate that the action has already occurred, for example, lived rather than lives

**Slanting:** including only one side of a story or only facts that tend to prove or support one side’s theory; result of a lack of objectivity