Report Writing for Criminal Justice Professionals 6th edition Miller Test Bank

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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 taps and once for line spacing
d. Once for headings and subheadings and once for mechanical errors

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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

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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?