

## **Subject: Writing Well: Back to the Basics**

On **February 8, 2012** from **8:00 a.m.-4:00 p.m.** the **Kent Police Department** will be hosting Writing Well: Back to the Basics.

This course emphasizes writing narratives in the first-person, and eliminating unnecessary and distracting police jargon that adds nothing to the quality or value of the report. The emphasis is on writing a report for the audience that will use the information it contains (e.g., prosecutors, courts, arbitrators, civil officials outside of law enforcement).

A comprehensive course manual that can be used as a job-aid is given to each participant and a certificate of attendance.

Attendees are taught:

- \* How to apply ten principles for writing factual and straight-forward narratives.
- \* How to improve their listening and questioning skills to separate facts from inferences and opinions.
- \* How to apply basic and simple principles of grammar to produce proper reports.

Students receive manual, handouts and certificate of training.

Your National Instructor will be:

John Detchon: John has over 38 years of police report writing experience. John drew international attention, and special recognition from the Ohio State Legislation based on his investigative and narrative report writing skills John's experience makes this a practical course, as well as interesting while interacting with students. Instructors' bios are posted on VMA's website at [www.vmanet.com](http://www.vmanet.com)

Save per student by prepaying tuition with Master Card, Visa, Discover and all checks. Pre paid all checks & cc's postmarked by February 1, 2012; \$125 first registrant, \$110 each additional. Regular tuition checks & cc's postmarked by February 2, 2012 and later; \$145 first registrant, \$125 each additional. P.O's vouchers, claims, DOJ accepted but does not guarantee tuition rate. Register directly by calling Van Meter & Associates, Inc. at 1-800-331-8025, fax the registration form 24 hours daily to 1-614-451-8905 or E-mail [feedback@VMAnet.com](mailto:feedback@VMAnet.com). For directions or lodging information contact Robin Gaither at 253-856-5853 or email [rgaither@ci.kent.wa.us](mailto:rgaither@ci.kent.wa.us).

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