

Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.2: Proofreading

Instructional Time: 2 hours

1. Welcome and Introductions
2. Objectives
  - a. Given a draft report with errors in writing mechanics, proofread and revise.
  - b. Given a draft report with errors in content, proofread and revise.
3. Video: Remembering Grammar Lessons
4. Why Should We Care About Grammar?
5. Writing Mechanics: Commas
6. Writing Mechanics: Hyphens
7. Writing Mechanics: Apostrophes
8. Writing Mechanics: Quotation Marks
9. Proofreading Exercise #1
10. Proofreading Strategies
11. Content Errors: Redundancy
12. Content Errors: Verbosity
13. Proofreading Exercise #2
14. Reports and Content Errors
15. Review / Closing / Evaluations

