COURSE SYLLABUS

Report Writing for Investigations Course

Gain proficiency in writing clear, concise, and impactful Reports of Administrative Investigations (ROIs) aligned with federal best practices and investigative standards.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/report-writing-for-investigations



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Course Outline

Module 1: Review of Fundamentals

- Refresh core grammar: parts of speech, clauses vs. phrases, subjects/predicates, and verb forms (including linking verbs).
- Ensure agreement and correctness: subject–verb agreement, pronoun–antecedent agreement, and tense choices.
- Master punctuation for clarity: seven key comma rules, correct placement of modifiers, and fixing dangling/misplaced modifiers.
- Practice concise, direct sentences by identifying and revising common mechanics issues.

Module 2: Readability and Expression

- Define readability and improve it with short (≈17–20 word) sentences, coherent paragraphs, topic sentences, and helpful transitions.
- Use formatting tools that aid rapid reading: bullets/numbered lists and purpose-driven tables.
- Strengthen expression: replace redundancies, nominalizations, smothered verbs, and filler phrases with living, active verbs and plain language.
- Apply clear structure: S-V-O order, simple modifiers, appropriate past tense, and active voice to deliver a single-read message.

Module 3: Report Organization

- Plan early with an outline that frames allegations/questions, applicable standards, scope, and essential background.
- Organize facts and analysis logically; decide ordering (e.g., chronology or materiality) and the appropriate level of supporting detail.
- Develop clear, fully supported conclusions that directly answer each allegation/question and guide decision-makers.
- Prepare a persuasive, skimmable ROI that meets agency expectations for completeness, accuracy, timeliness, and writing quality.