COURSE SYLLABUS

Report Writing for Investigations Course (Self-Paced)

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://www.graduateschool.edu/courses/report-writing-for-investigations-course-self-paced



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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.