

**CLASS NAME:** REPORT WRITING & COMMUNICATION

**CLASS CATEGORY:** COMMUNICATION

**CREDIT HOURS** 3

**CLASS NUMBER:** 17341

**INSTRUCTOR NUMBER:** 119

**INSTRUCTOR:** Ken LaBelle

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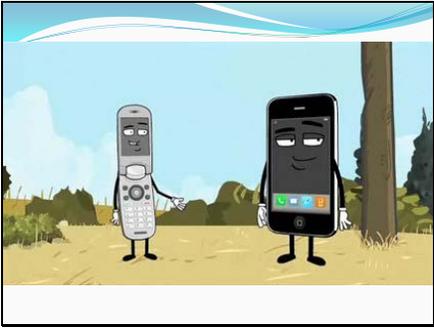
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**WHY ARE WE HERE?**

**BETTER CLARITY**

**CLEARER DIRECTIONS**

**LESS MISUNDERSTANDING**

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**MR DUCKS**  
**MR NOT**  
**OSAR**  
**C DM WANGS**  
**LIB**  
**MR DUCKS**

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**I will seek and I will find you.  
I shall take you to bed and have my way with you.  
I will make you ache, shake, and sweat until you moan  
and groan.  
I will make you beg for mercy,  
You will beg me to stop.  
I will exhaust you to the point that you will be relieved  
when I'm finished with you.  
And, when I am finished, you will be weak for days.**

**The Flu**

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**REDUNDANCIES**

**LOOK FOR WAYS TO DROP WORDS**

**WITHOUT CHANGING THE MEANING**

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Daniel is now employed at a rehabilitation center working as a physical therapist.

Daniel **works** at a rehabilitation center as a physical therapist.

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**EMPTY OR INFLATED PHRASES**

We will file the appropriate papers in the event that we are unable to meet the deadlines.

We will file the appropriate papers **if** we are unable to meet the deadlines.

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**EMPTY OR INFLATED PHRASES**

<u>INFLATED</u>	<u>CONCISE</u>
ALONG THE LINES OF	LIKE
AT THE PRESENT TIME	NOW, CURRENTLY
BECAUSE OF THE FACT THAT	BECAUSE

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EMPTY OR INFLATED PHRASES	
<u>INFLATED</u>	<u>CONCISE</u>
BY MEANS OF	BY
DUE TO THE FACT THAT	BECAUSE
FOR THE REASON THAT	BECAUSE

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EMPTY OR INFLATED PHRASES	
<u>INFLATED</u>	<u>CONCISE</u>
IN ORDER TO	TO
IN SPITE OF THE FACT THAT	ALTHOUGH, THOUGH
IN THE EVENT THAT	IF
UNTIL SUCH TIME AS	UNTIL

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ADD NEED WORDS
DO NOT OMIT WORDS NECESSARY FOR COMPLETENESS

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**ADD NEED WORDS**  
**I HAVE NEVER AND NEVER**  
**WILL ACCEPT A BRIBE.**  
**I HAVE NEVER ACCEPTED AND**  
**NEVER WILL ACCEPT A BRIBE.**

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**MODIFIERS**  
**MODIFIERS SHOULD POINT CLEARLY**  
**TO THE WORDS THEY MODIFY.**  
**AS A RULE WORDS SHOULD**  
**BE KEPT TOGETHER.**

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**MODIFIERS**  
**THE ROBBER WAS DESCRIBED AS A SIX**  
**FOOT-TALL MAN WITH A MUSTACHE**  
**WEIGHTING 150 POUNDS**

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**MODIFIERS**

**THE ROBBER WAS DESCRIBED AS  
150 POUNDS, A SIX FOOT-TALL MAN  
WITH A MUSTACHE.**

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**APPROPRIATE VOICE**

**VOICE IS A GRAMMATICAL TERM  
WHICH IS USED TO TELL IF ACTION IS  
BEING RECEIVED OR ACTING**

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**ACTIVE & PASSIVE VOICE**

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**ACTIVE VOICE**

**MORE FORCEFUL**

**SIMPLER & MORE DIRECT**

**CAN BE HARSH**

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**PASSIVE VOICE**

**USUALLY WORDIER**

**OFTEN RESULTS IN  
ROUND ABOUT WRITING**

**CAN BE AWKWARD**

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**JARGON**

**USE ONLY WHEN YOUR READERS  
WILL BE FAMILIAR WITH THE WORDS**

**SOME FORMS OF JARGON**

**INCLUDES PUFFED WORDS**

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**PUFFED WORDS ARE WORDS  
DESIGNED TO IMPRESS**

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**PUFFED WORDS ARE WORDS**  
**Vs.**  
**COMMENCE            BEGIN**  
**COMPONENTS        PARTS**  
**ENDEAVOR            TRY**  
**EXIT                    LEAVE**

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**PUFFED WORDS ARE WORDS**  
**Vs.**  
**PRIOR TO              BEFORE**  
**PRIORITIZE            SET PRIORITIES**  
**UTILIZE                USE**  
**VIABLE                 WORKABLE**

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**PUFFED WORDS ARE WORDS**

Vs.

<b>FACILITATE</b>	<b>HELP</b>
<b>FACTOR</b>	<b>CONSIDERATION, CAUSE</b>
<b>FINALIZE</b>	<b>FINISH</b>
<b>IMPACT ON</b>	<b>AFFECT</b>

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**PUFFED WORDS ARE WORDS**

Vs.

<b>INDICATOR</b>	<b>SIGN</b>
<b>INPUT</b>	<b>ADVISE</b>
<b>OPTIMAL</b>	<b>BEST</b>
<b>PARAMETERS</b>	<b>BOUNDARIES</b>

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**SEXIST LANGUAGE**

**AVOID STEROTYPICAL THINKING**

**AVOID MAN WORDS**

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<b>STEREOTYPICAL MANWORDS</b>	
<b>INAPPROPRIATE</b>	<b>APPROPRIATE</b>
<b>CHAIRMAN</b>	<b>CHAIRPERSON, CHAIR</b>
<b>CONGRESSMAN</b>	<b>REPRESENTATIVE, LEGISTOR</b>
<b>FIREMAN</b>	<b>FIREFIGHTER</b>

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<b>STEREOTYPICAL MANWORDS</b>	
<b>INAPPROPRIATE</b>	<b>APPROPRIATE</b>
<b>MANKIND</b>	<b>PEOPLE, HUMANS</b>
<b>TO MAN</b>	<b>TO OPERATE, TO STAFF</b>
<b>WORKMAN</b>	<b>WORKER, LABORER</b>

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**GRAMMAR**

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**A SENTENCE IS**

A *sentence* is the largest independent unit of grammar: it begins with a capital letter and ends with a period, question mark, or exclamation point.

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**FRAGMENTED CLAUSES**

A FRAGMENTED CLAUSE IS LIKE  
A SMALL SENTENCE

USALLY THEY HAVE WORDS LIKE

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**AFTER**

BECAUSE	UNLESS
BEFORE	UNTIL
IF	WHEN
SO	WHERE
THAT	WHO
THROUGH	WHICH

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Jane will address the problem of limited on-campus parking. If she is elected special student adviser.

Jane will address the problem of limited on-campus parking, if she is elected special student adviser.

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**RUN ON SENTENCES**

**THERE ARE TWO TYPES OF RUN-ON SENTENCES**

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**NO PUNCTUATIONS MARKS**

*My car is out of gas we cannot reach town before dark*

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**COMMA SPLICES**

**This has been a very dry summer, therefore, the supply of water in the reservoirs is low**

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**COMMA SPLICES**

**USALLY HAVE ONE OF SIX WORD WITH THEM**

**AND,     YET,**  
**BUT,    FOR,**  
**OR,     SO,**

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**TO CORRECT RUN-ON SENTENCES**

**USE A COMMA**  
**USE A SEMICOLON (or, colon or a dash)**  
**MAKING IT INTO SEPRATE SENTENCES**  
**RE-WRITE THE SENTENCE**

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**DO NOT USE COMMAS UNLESS  
YOU HAVE A GOOD REASON**

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**RULES FOR COMMAS**  
**TO SEPARATE THE ELEMENTS IN A  
SERIES (THREE OR MORE THINGS),  
INCLUDING THE LAST TWO.**  
**"He hit the ball, dropped the bat, and ran  
to first base."**

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**RULES FOR COMMAS**  
**TO CONNECT TWO INDEPENDENT  
CLAUSES**  
**(and, but, for, nor, yet, or, so)**  
**"He hit the ball well, but he ran toward  
third base."**

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**RULES FOR COMMAS  
TO SET OFF INTRODUCTORY  
ELEMENTS**

*Running toward third base, he suddenly  
realized how stupid he looked*

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**PUNCTUATION**

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**THE APOSTROPHE  
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**IS USED TO INDICATE POSSESSION  
OR  
FOR CONTRACTIONS**

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**THE EXCLAMATION POINT**  
**!**

**USE TO HIGHLIGHT A  
EXCEPTIONAL FEELING**

**USE FOR SPECIAL EMPHASIS**

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**THE ELLIPSIS MARK**  
**...**

**USE THE ELLIPSIS MARK TO  
INDICATE THAT YOU HAVE  
DELETED MATERIAL FROM  
AN OTHER WISE WORD FOR  
WORD QUOATION.**

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**MECHANICS**

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**CAPITALIZATION**

**CAUTION**

**CAPITALIZE DOES NOT  
TO MAKE THEM MORE  
IMPORTANT**

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**CAPITALIZATION**

**PROPER NOUNS**

**NAME OF SPECIFIC**

**PLACES  
PERSONS  
THINGS**

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**CAPITALIZATION**

**PROPER NOUNS**

**MONTHS  
HOILDAYS  
DAYS OF THE WEEK**

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**CAPITALIZATION**

**ABBREVIATIONS**

**DEPARTMENTS AND AGENCIES  
OF GOVERNMENT, CORPORATIONS  
AND OTHER ORGANIZATIONS**

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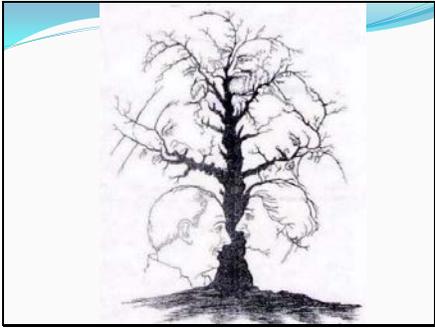
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**ABBREVIATIONS**

**USE ONLY WHEN CLEARLY APPROPRIATE**

**USE STANDARD APPROPRIATE  
ABBREVIATIONS**

<b>Mr.</b>	<b>JR.</b>
<b>Ms.</b>	<b>Ph.D.</b>
<b>Dr.</b>	<b>M.D.</b>
<b>Rev.</b>	<b>M.A.</b>
<b>Prof.</b>	<b>C.B.O.</b>

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**ABBREVIATIONS**  
**INAPPROPRIATE**  
**IN FORMAL WRITING**  
**DO NOT ABBREVIATE**  
**UNITS OF MEASURE**  
**DAYS OF THE WEEK**  
**HOLIDAYS**  
**MONTHS**

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**NUMBERS**  
**SPELL OUT NUMBERS**  
**WITH ONE OR TWO WORDS**  
**FIGURES THAT NEED MORE THAN**  
**TWO WORDS USE NUMBERS**  
**EXCEPTION IF A SENTENCE**  
**STARTS A NUMBER**

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**SPELLING**  
**MANY PEOPLE FEEL THAY CANNOT SPELL**  
**THEY EQUAITE SPELLING**  
**WITH INTELLIGENTS**

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**SPELLING**

**MISSPELLING IS OFTEN THE RESULT  
OF INCORRECT PRONUNCIATION**

<b><u>INCORRECT</u></b>	<b><u>CORRECT</u></b>
<b>CONGRADULATIONS</b>	<b>CONGRATULATIONS</b>
<b>DISCRIBE</b>	<b>DESCRIBE</b>
<b>GOVERNMENT</b>	<b>GOVERNMENT</b>
<b>ENVIROMENT</b>	<b>ENVIRONMENT</b>
<b>SECATARY</b>	<b>SECRETARY</b>

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**SPELLING**

<b><u>INCORRECT</u></b>	<b><u>CORRECT</u></b>
<b>PROCEDE</b>	<b>PROCEED</b>
<b>RECIPT</b>	<b>RECEIPT</b>

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**SPELLING**

**WAYS TO CORRECT SPELLING**

**BOOKS ON SPELLING**

**ELECTRONITS**

**WORD PROCESSERS**

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**Heating and Air Conditioning**  
Suite #1  
At the time of **inspecton** the heating and air conditioning unit could not be located.  
Suite #2  
The current tenant denied access to this suite.  
Suite #3  
The heating unit appears to be at or near the end of its life cycle. This suite has a newer air conditioning unit that appears to be operating normally. The heat exchanger was not tested for leaks. If leaking these leaks would allow carbon dioxide to enter the conditioned space. The burner assembly was not inspected at this time, because the suite was occupied and using the air conditioning unit. It is recommended that prior to the heating season that a licensed heating contractor checks this unit. The exhaust vent appears to have been moved. Most likely it was moved at the time the new cooling unit was installed.

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**WRITING STYLES**

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**APA AND MLA**  
**AMERICAN PSYCHOLOGICAL ASSOCIATION**  
**(APA)**  
**and**  
**MORDEN LANGUAGE ASSOCIATION**

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**APA IS THE MOST COMMON**  
**FOR BUSINESS USE**  
**IS VERY SPECIFIC IN IT'S REQUIREMENTS**  
**HAS REQUIREMENTS FOR EVERYTHING**  
**EVEN THE WEIGHT OF THE PAPER**

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**MLA IS CONSIDERED LESS FORMAL**  
**COMMON STYLE FOR NEWSPAPERS**  
**HAS LESS SPECIFIC REQUIREMENTS**  
**DOES REQUIRE A TITLE**

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COMMON DIFFERANCES		
	MLA	APA
MARGIANS	1" - 1 1/2"	1"

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COMMON DIFFERANCES		
PUNCTUATION		
	MLA	APA
	LEAVE 1 SPACE AFTER WORDS, COMMAS ECT.	LEAVE 1 SPACE AFTER ALL PUNCTUATION AND WORDS
	WORD, WORD	WORD , WORD

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WRITING STYLE	
THE RHETORICAL SITUATION	
FIVE FACTORS THAT INFLUENCE YOUR WRITING	
1)	THE OCCASION
2)	THE PURPOSE
3)	THE TOPIC
4)	THE READER
5)	YOU

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**BASIC TIPS FOR WRITING**  
DRAFTING  
REVISING / EDITING  
PROOFREADING

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**BASIC TIPS FOR WRITING**  
DRAFTING  
OVERVIEW  
PRE-WRITING  
EXPLORING NEW IDEAS

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**BASIC TIPS FOR WRITING**  
REVISING EDITING  
TO BE DONE AFTER DRAFTING  
THE MORE IMPORTANT THE WRITING  
THE MORE IT NEEDS TO BE REVISED

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**BASIC TIPS FOR WRITING**

**EDITING**

**ARE THE SENTENCES CLEAR**

**DO THE SENTENCES MAKE SENSE**

**DOES A SENTENCE SEEM TO RAMBLE**

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**BASIC TIPS FOR WRITING**

**EDITING**

**DOES THE SENTENCE READ SMOOTHLY**

**IS THE SENTENCE TOO LONG**

**ARE KEY POINTS AND WORDS CLEAR**

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**BASIC TIPS FOR WRITING**

**PROOFREADING**

**NO WRITING SHOULD BE CONSIDERED  
COMPLETE UNTIL IT HAS CAREFULLY  
PROOFREAD**

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**BASIC TIPS FOR WRITING**

**PROOFREADING**

**READ THE PAPER OUT LOUD**

**ALWAYS TRY TO WAIT A DAY**

**USE THE COMPUTER**

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**BASIC TIPS FOR WRITING**

**PROOFREADING**

**IF HIGH PROFILE**

**HIRE A PROFESSIONAL EDITOR**

**ASK SOME ELSE**

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**EMAIL**

**EMAIL IS NOT PRIVATE**

**BE CAREFUL OF REPLIES**

**BE CAREFUL OF JOKING**

**WATCH FOR ALL CAPS**

**USE THE SUBJECT LINE**

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**EMAIL**  
EMAIL IS NOT PRIVATE  
HOW EMAIL WORKS

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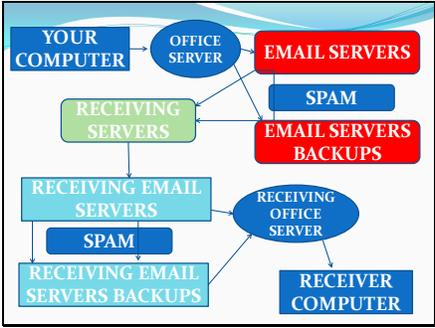
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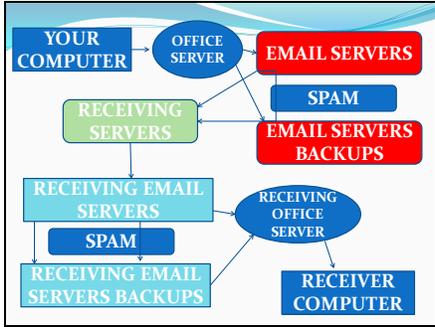
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**EMAIL**

**BE CAREFUL OF REPLIES**  
**BE CAREFUL OF JOKING**  
**USE THE SUBJECT LINE**

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**EMAIL**

**G-MAIL, YAHOO MAIL,**  
**AOL MAIL... ECT.**  
**DATA MINING**

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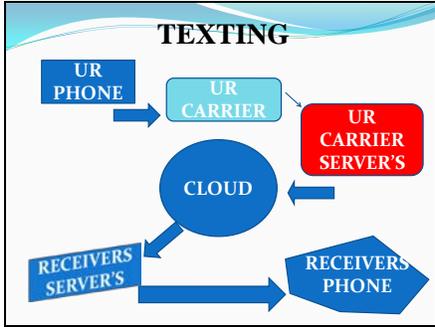
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### QUESTION?

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