WRITING FOR THE WORKPLACE

A listing of materials available at the Justice Institute Library
Always current at: http://www.jibc.ca/library/research-help/bibliographies

GENERAL BOOKS

Advanced Study in Writing for Business and the Professions by Anne Hungerford. Burnaby, BC: Simon Fraser University. (HF 5718.3 H854 1993)


Communications for Legal Professionals by Ashlyn O’Mara, John Roberts, and Helen Wilkie. Toronto, ON: Emond Montgomery Publications. (PE 1479 L3 W54 2019)


Writing Effective E-mail: Improving Your Electronic Communication by Nancy Flynn and Tom Flynn. Menlo Park, CA: Crisp Learning. (HE 7551 F595 2003)

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Writing for the Court by James C. Raymond. Toronto, ON: Carswell. (HV 7936 R53 R299 2010)


NON-SEXIST WRITING - BOOKS


TECHNICAL WRITING - BOOKS


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WRITING FOR CORRECTIONS - BOOKS

**Pre-Sentence & Pre-Disposition Report Writing** prepared by Stephanie Reilander. Toronto, ON: Ministry of Correctional Services, Human Resources Management, Staff Training and Development. (KE 9355 R434 1986)


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WRITING FOR CORRECTIONS - DVDs

**D1027 Report Writing** (DVD, 29 minutes)

Explains how to capture important facts in narrative police and corrections reports using who, what, when, where, why. (Lockup USA) (HV 7936 R53 R469 1991)

**D1852 Report Writing in Corrections** (DVD, 19 minutes)

Discusses the importance of writing accurate, factual reports. It explains how to write good reports that stand up in court, and it teaches how to write clearly and concisely by using the “four Cs.” Helps individuals organize complex reports through outlining skills. The learning guide includes program objectives, a summary of main points, and discussion questions. (Instructional Video Productions, Inc.) (HV 7936 R53 R468 1995)

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WRITING FOR EMERGENCY MEDICINE - BOOKS

**Documenting an Ambulance Call** by David Pollen. Vancouver, BC: Justice Institute of British Columbia, Emergency Health Services Academy. (R 864 P645 1989) (Shelved in course manuals section)

**EMS Documentation** by John Snyder. Upper Saddle River, NJ: Brady/Pearson/Prentice Hall. (RA 645.5 E471 2009)


Writing Speaking, and Communication Skills for Health Professionals by Stephanie Barnard ... [et al.]. New Haven, CT: Yale University Press. (R 118 W757 2001)

**WRITING FOR EMERGENCY MEDICINE - DVDs**

D1527 Documentation (DVD, 19 minutes)
Explains the importance of documenting what happens during an ambulance call, and describes methods of collecting and recording information accurately and objectively. Uses case examples to contrast good and bad record-keeping practices. (Justice Institute of British Columbia, Emergency Health Services Academy) (R 864 D638 1989)

**WRITING FOR FIRE SERVICES - BOOKS**


**WRITING FOR FIRE SERVICES - DVDs**

D1463 Basic Documentation for the Fire Officer (DVD, 17 minutes)
This program presents discussion points on the importance of proper documentation as a tool to show why decisions were made, identifying risks and protective actions, and explaining clearly the situation found and what was done on the call. (American Health & Safety Institute) (TH 9158 B375 2010)

D1174 Introduction to Report Writing (DVD, 13 minutes)
Introduction to report writing reviews the purpose and importance of completing fire inspection reports, including proper formatting and documentation procedures for both electronic and paper reporting as well as good written communication techniques. (American Health & Safety Institute) (TH 9180 I587 2010)

**WRITING FOR POLICE SERVICES - BOOKS**

Communications and Report Writing for Law Enforcement Professionals by Jeffrey Rosnick, Dianna McAleer and Brenda McGillvray. Toronto, ON: Emond Publishing. (HV 7936 C79 R68 2016) (Shelved in Course Reserves section. For Library use only.)

Communications in Law Enforcement by Silvana Turpin. Toronto, ON: Pearson Prentice Hall. (HV 7936 C79 T87 2006)
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WRITING FOR POLICE SERVICES – DVD’s

D383  **Report Writing**  (DVD, 14 minutes)

Presents experts who offer their tips on proper writing skills. Stresses the importance of completeness and truthfulness. Also discusses how poorly written reports can cause more legal problems than the actual use of force incident.  (AIMS Multimedia)
(HV 7936 R53 R469 2001)

D1009  **Use of Force Report Writing: Part 1: Legal Considerations**  (DVD, 14 minutes)

This program presents experts who offer their tips on proper writing skills, with a particular emphasis on report writing for use-of-force incidents. It stresses the most common mistakes made in incident report writing.  (ALERT Publishing Inc.)
(HV 7936 R53 R468 2001)

WRITING PROPOSALS - BOOKS


**Guidelines for Preparing Proposals** by Roy Meador. Chelsea, MI: Lewis Publishers.  (HF 5718.5 M43 1991)


**Models of Proposal Planning & Writing** by Jeremy T. Miner and Kelly C. Ball-Stahl. Santa Barbara, CA: Greenwood, an imprint of ABC-CLIO, LLC.  (HG 177.5 U6 M558 2016)

**Proposal Planning and Writing** by Jeremy T. Miner and Lynn E. Miner. Santa Barbara, CA: Greenwood.  (HG 177.5 U6 M56 2013)


Related Bibliographies Available from the Library:
- Study Skills - Writing Skills
- Training - Preparing Training Materials

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