

WRITING FOR THE WORKPLACE

A listing of materials available at the Justice Institute Library

GENERAL BOOKS

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

The Bare Essentials: Form B: English Writing Skills by Sarah Norton and Brian Green. Toronto, ON: Harcourt Brace Canada. PE 1408 N677 1993)

Better Business Writing: Become a More Powerful Communicator by Susan L. Brock. Rochester, NY: Axzo Press. (HF 5718.3 B76 2009)

Business Letters for Busy People: Time Saving, Ready-To-Use Letters for Any Occasion edited by John A. Carey. Franklin Lakes, NJ: Career Press. (HF 5721 D834 2002)

The Canadian Style: A Guide to Writing and Editing. Toronto, ON: Dundurn Press Limited in cooperation with Public Works and Government Services Canada, Translation Bureau. (PN 147 C36 1997)

A Canadian Writer's Guide by Jack Finnbogason and Al Valleau. Toronto, ON: Nelson Education. (PE 1408 F45 2010)

Clear Lines: How to Compose and Design Clear Language Documents for the Workplace by Gordon W. E. Nore. Toronto, ON: Frontier College Press. (HF 5718.3 N673 1991)

Communicating with Intelligence: Writing and Briefing in National Security by James S. Major. Lanham, MD: Rowman & Littlefield. (HF 5718 M35 2014)

Copyediting, A Practical Guide by Karen Judd. Los Altos, CA: Crisp Publications. (PN 162 J8 2001)

Elements of Indigenous Style: A Guide for Writing by and About Indigenous Peoples by Gregory Younging. Edmonton, AB: Brush Education. (PN 147 Y68 2018)

E-Writing: 21st Century Tools for Effective Communication by Dianna Booher. New York, NY: Pocket Books. (HE 7551 B66 2001)

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Everybody Writes: Your Go-To Guide to Creating Ridiculously Good Content by Ann Handley.
Hoboken, NJ: Wiley. (HF 5415.1265 H358 2014)

Fat-Free Writing: Business Writing for the Information Age by Carol Andrus. Menlo Park, CA: Crisp Publications. (HF 5718.3 A537 2000)

Getting it Down: How to Put Your Ideas on Paper by Judi Kesselman-Turkel and Franklynn Peterson.
Chicago, IL: Contemporary Books. (PE 1408 K557 1983)

The Grammar Crammer: How to Write Perfect Sentences by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of Wisconsin Press. (PE 1112 K43 2003)

Guthrie's Guide to Better Legal Writing by Neil Guthrie. Toronto, ON: Irwin Law. (KE 265 G88 2018)

Plain Language, Clear and Simple. National Literacy Secretariat. Ottawa, ON: Multiculturalism and Citizenship Canada. (HF 5718.3 P524 1991)

Style: Lessons in Clarity and Grace by Joseph M. Williams. Boston, MA: Pearson.
(PE 1421 W545 2014)

Take Command of Your Writing: A Comprehensive Guide to More Effective Writing by Jill Meryl Levy. Campbell, CA: J.M. Levy, Firebelle Productions. (PE 1408 L41365 1998)

Write to the Top: Writing for Corporate Success by Deborah Dumaine. New York, NY: Random House. (HF 5718.3 D85 2004)

WriteType: Personality Types and Writing Styles by Stephen D. Gladis. Amherst, MA: Human Resource Development Press, Inc. (PE 1421 G523 1993)

Writing Business Proposals and Reports: Strategies for Success by Susan L. Brock. Menlo Park, CA: Crisp Publications. (HF 5719 B763 1992)

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

Writing Effective Policies and Procedures: A Step-By-Step Resource for Clear Communication by Nancy Campbell. New York, NY: American Management Association. (HF 5718.3 C366 1998)

Writing Exceptional Policies and Procedures by Stephen B. Page. Westerville, OH: S. Page/ Process Improvement Pub. (HF 5718.3 P3445 2009)

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

Writing for the Web by Crawford Kilian. Vancouver, BC: Self-Counsel Press.
(TK 5105.888 K365 2015)

Writing Psychological Reports: A Guide for Clinicians by Greg J. Wolber and William F. Carne.
Sarasota, FL: Professional Resource Press. (RC 469 W58 2002)

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Writing with Power: Techniques for Mastering the Writing Process by Peter Elbow. New York, NY: Oxford University Press. (PE 1408 E39 1998)

Writing with Precision: How to Write so That You Cannot Possibly Be Misunderstood by Jefferson D. Bates. New York, NY: Penguin Books. (PE 1429 B35 2000)

Writing without Bullshit: Boost Your Career by Saying What You Mean by Josh Bernoff. New York, NY: Harper Business. (HF 5718.3 B475 2016)

NON-SEXIST WRITING - BOOKS

Gender-Free Legal Writing: Managing the Personal Pronouns. Vancouver, BC: British Columbia Law Institute. (KE 265 G454 1998)

Talking About People: A Guide to Fair and Accurate Language by Rosalie Maggio. Phoenix, AZ: Oryx Press. (PE 1460 M26 1997) (Shelved in Reference section. For Library use only.)

TECHNICAL WRITING - BOOKS

Best Practices in Policies and Procedures: Includes Table of Contents Examples and Policy/Procedure URLs by Stephen Page. Westerville, OH: Process Improvement Publishing. (HF 5718.3 P344 2002)

Developing Quality Technical Information: A Handbook for Writers and Editors by Michelle Carey ... [et al.]. Upper Saddle River, NJ: IBM Press. (HF 5718.3 C3268 2014)

Fundamentals of Procedure Writing by Carolyn M. Zimmerman and John J. Campbell. Columbia, MD: GP Pub. (PE 1116 Z555 1988)

Interviewing Practices for Technical Writers by Earl E. McDowell. Amityville, NY: Baywood Pub. Co. (T 11 M363 1991)

Preparing Materials for Open, Distance and Flexible Learning: An Action Guide for Teachers and Trainers by Derek Rowntree. London, ENG: Kogan Page. (LC 5804 A8 R685 1994)

Reaching Your Readers: A Fieldtesting Guide for Community Groups by Penny Goldsmith, Gaayla Reid and Sidney Sawyer. Vancouver, BC: Legal Services Society of BC (HV 42 G644 1993)

Technical Communication: Strategy and Process by Lilita Rodman. Toronto, ON: Harcourt Brace Jovanovich. (T 11 R64 1991)

The Technical Writer's Handbook: Writing with Style and Clarity by Matt Young. Mill Valley, CA: University Science Books. (PE 1116 Y68 1989)

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)

Pre-Sentence Report Guide by Carl Aspler. Toronto, ON: Community Programmes Support Services Branch, Ontario Ministry of Correctional Services. (KE 9355 A864 1981)

Report Writing Fundamentals for Police and Correctional Officers by James E. Guffey. Upper Saddle River, NJ: Pearson/Prentice Hall. (HV 7936 R53 G84 2005)

Report Writing: Self-Instructional Course by D.M. Tairna. Laurel, MD: American Correctional Association. (HV 7936 R53 G434 1999)

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)

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)

EMS Report Writing: A Pocket Reference by Todd Stanford. Englewood Cliffs, NJ: Prentice Hall. (RC 86.3 S73 1992)

Prehospital Documentation: A Systematic Approach by Armando S. Bevelacqua. Englewood Cliffs, NJ: Brady. (RC 86.3 B48 1992)

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)
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WRITING FOR FIRE SERVICES - BOOKS

For the Record: Report Writing for Fire Services by Karen Matison Hess and Henry M. Wroblewski. Bloomington, MN: Innovative Systems. (TH 9146 H487 2002)

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)
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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)

For the Record: Report Writing in Law Enforcement by Karen Matison Hess and Christine Hess Orthmann. Bloomington, MN: Innovative Systems. (HV 7936 R53 H47 2008)

A Guide to Police Writing by Karen Jakob. Scarborough, ON: Carswell. (HV 7936 R53 J24 2002)

Introduction to Forensic Writing by Michael Arntfield and Kelly Anne Gorman. Toronto, ON: Carswell. (HV 7936 R53 A76 2014)

Just the Facts: Investigative Report Writing by Michael Biggs. Boston, MA: Pearson. (HV 7936 R53 B54 2016)

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Law Enforcement Report Writing by S.D. Amerie and A. Amerie. Westminster, CA: Academy Press of America. (HV 7936 R53 A48 1994 -- Vol. 1. Source book, a comprehensive reference/text. -- Vol. 2. Source workbook, exercises accompanying text.)

The New Police Report Manual by Devallis Rutledge. Belmont, CA: Thomson Higher Education. (HV 7936 R53 R88 2000)

Painless Police Report Writing: An English Guide for Criminal Justice Professionals by Barbara Frazee and Joseph N. Davis. Upper Saddle River, NJ: Pearson Prentice Hall. (HV 7936 R53 F73 2009)

Principles of Law Enforcement Report Writing by Gino Arcaro. Toronto, ON: Emond Montgomery Publications. (HV 7936 R53 A733 2008)

Report it in Writing by Debbie Goodman and H. Carol Doughty. Toronto, ON: Prentice Hall. (HV 7936 R53 G66 2002)

Report Writing for Criminal Justice Professionals by Larry S. Miller and John T. Whitehead. Boston, MA: Elsevier/Anderson Publishing. (HV 7936 R53 C692 2014)

Report Writing Fundamentals for Police and Correctional Officers by James E. Guffey. Upper Saddle River, NJ: Pearson/Prentice Hall. (HV 7936 R53 G84 2005)

Writing and Research: A Manual for Police Officers by Malcolm Hibberd. London, ENG: Police Foundation. (HV 7936 R53 H523 1990)

Writing for Law Enforcement by Christopher Thaiss and John E. Hess. Boston, MA: Allyn and Bacon. (HV 7936 R53 T48 1999)

Writing Skills for Law Enforcement: Sentences, Essays and Presentations by H. Carol Doughty. Toronto, ON: Thomson Nelson. (HV 7936 R53 D69 2004)

Written and Interpersonal Communication: Methods for Law Enforcement by Harvey Wallace and Cliff Roberson. Boston, MA: Pearson. (HV 7936 C79 W35 2012)

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

Evaluating Research Proposals in the Behavioral Sciences: A Guide by Joel Robert Davitz and Lois Leiderman Davitz. New York, NY: Teachers College Press, Teachers College, Columbia University. (BF 76.5 D3 1977)

Grant Proposal Makeover: Transform Your Request from No to Yes by Cheryl A. Clarke and Susan P. Fox. San Francisco, CA: Jossey-Bass. (HV 41.2 C518 2007)

Guideline Manual: Planning, Developing and Writing Proposals to Improve the Administration of Justice. Discussion Draft. Project Review Committee, Justice Development Commission. Victoria, BC: Department of the Attorney General. (JF 786 G854 1975)

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

How to Write Proposals, Sales Letters & Reports by Neil Sawers. Edmonton AB: NS Group. (HF 5718.5 S294 2004)

How to Write Reports and Proposals by Patrick Forsyth. Philadelphia, PA: Kogan Page. (HF 5719 F67 2016)

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)

Proposals That Work: A Guide for Planning Dissertations and Grant Proposals by Lawrence F. Locke, Waneen Wyrick Spirduso, and Stephen J. Silverman. Thousand Oaks, CA: SAGE. (Q 180.55 P7 L63 2013)

Research Methods in Criminal Justice and Criminology by Frank E. Hagan. Boston, MA: Allyn and Bacon. (HV 6024.5 H33 2003)

Successful Dissertations and Theses: A Guide to Graduate Student Research from Proposal to Completion by David Madsen. San Francisco, CA: Jossey-Bass. (LB 2369 M32 1992)

Winning Proposals by Hans Tammemagi. North Vancouver, BC: Self-Counsel Press. (HF 5718.5 T35 2010)

Writing Business Proposals and Reports: Strategies for Success by Susan L. Brock. Menlo Park, CA: Crisp Publications. (HF 5719 B763 1992)

Writing Proposals for Contract Training: A Guidebook to Writing Proposals and Grants for Educational Services by Shannon McBride. Manhattan, KS: LERN. (LC 5219 M127 1993)

Related Bibliographies Available from the Library:

- Study Skills - Writing Skills
- Training - Preparing Training Materials

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