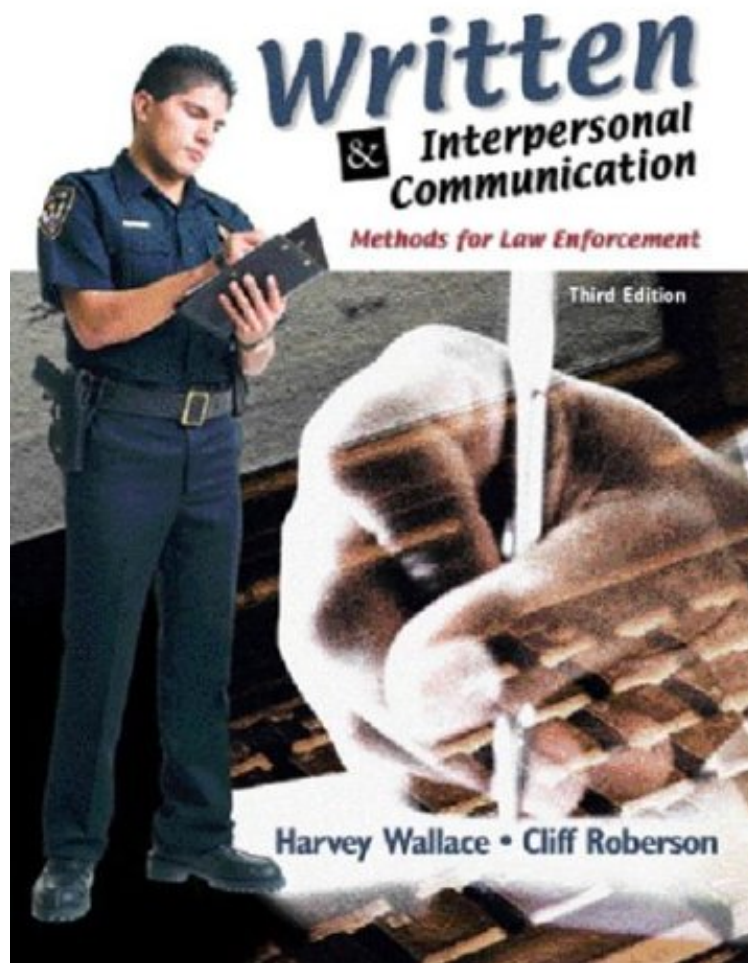


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Written and Interpersonal Communications: Methods for Law Enforcement (3rd Edition)

Harvey Wallace, Cliff Roberson

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Harvey Wallace, Cliff Roberson : Written and Interpersonal Communications: Methods for Law Enforcement (3rd Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised Written and Interpersonal Communications: Methods for Law Enforcement (3rd Edition):

0 of 0 people found the following review helpful. way helpfulBy Jodie KinneyI'm currently using this in one of my college classes and it is so helpful as i'm learning to write all kinds of different reports

For freshman/sophomore-level courses in communication and report writing for law enforcement, and special topics in

policing. This guide to communications in law enforcement and corrections helps students master the skills of both oral and written communication. It also focuses on the reports and forms commonly used within the criminal justice system.

From the Back Cover Written and Interpersonal Communication: Methods for Law Enforcement, now in its third edition, teaches students the methods and approaches that are crucial to successful communications. The text focuses on the key aspects of both oral and written communication, such as dealing with witnesses, interviewing suspects, writing reports, and other forms of communication that influence law enforcement operations. Effective communication is essential for police work, in particular, leadership roles within the police organization. By improving their communication skills, students using this text prepare themselves for efficient and successful careers in law enforcement. New for the third edition includes: Rules for Improvement sections in each chapter, a new chapter on the art of interviewing, increased coverage on making public speeches, and new sections on using the right word. Excerpt. Reprinted by permission. All rights reserved. The success of the first two editions has provided us with the opportunity to improve the text. As noted in the second edition, the authors, with differing backgrounds in the criminal justice system, combined their experience in writing this text. One author has experience as a defense attorney, and the other is a former prosecutor and city attorney. Their varied backgrounds provide the reader with a broad-based approach to communication in the law enforcement profession. The main purpose of this book is to improve your communication skills, both oral and written. A secondary purpose is to improve your ability to complete the reports and forms commonly used in the criminal justice system. The best way to improve communication skills is by practicing these skills correctly. Throughout this text, you are asked to read background material, work through exercises, correct improper English, and refine your skills. At the end of most chapters is a section entitled "Rules for Improvement." In these sections, we review English grammar rules and give other writing improvement tips. In several chapters, we also include checklists for the various types of communication necessary for criminal justice professionals. If you follow our recommendations and the procedures contained in this text, your oral and written communications skills should both improve. We wish to thank the following reviewers for their comments: Ellen Cohn, Florida International University, Miami, Florida; Beverly Strickland, Fayetteville Technical Community College, Fayetteville, North Carolina; and Thomas Whetstone, University of Louisville, Louisville, Kentucky. A special thanks to Chief Craig Steckley, Chief of Police, Fremont, California, who was a coauthor on the first two editions. The chief's duties and responsibilities prevented him from assisting us on this edition. Dedicated individuals like Craig help keep our country great. We also express our appreciation to the law enforcement professionals and their agencies for supplying material and/or comments that assisted us in preparing this text. In this edition, we have rewritten a good portion of the material. Many of the ideas for revision came from users of the previous editions who shared their comments with us. New material for this edition includes the following: Rules for Improvement sections in most chapters, a new chapter on the art of interviewing, increased coverage on making public speeches, and new sections on using the correct word. Corrections, suggestions for improvement, and other comments may be submitted to the authors at cliff.roberson@washburn.edu