

Lesson 1

■ **Mandatory Graded Assignment**



Directions: Be sure to make a copy of your answer before submitting it to Ashworth College for grading. Unless otherwise stated, answer in complete sentences, and be sure to use correct English spelling and grammar. Sources must be cited in APA format. Your response should be a minimum of one (1) single-spaced page to a maximum of two (2) pages in length.

For each lesson in this course, you will be writing, and submitting for credit, a series of narrative reports. Carefully follow the directions below to learn how to submit your work. Remember, your ability to follow directions and produce professional reports are two keys to your success as an investigator.

You will use the information from a criminal investigative scenario (on the next page) to write your first narrative report. It will be important to utilize the rules for narrative writing outlined in Chapter 4 and to capture all the information from the witness in the scenario, just as you would if you were the investigator on the scene of the crime.

For the purpose of this exercise, you will assume the title of investigator, using your own name with that title. For example, I would call myself Investigator Gerard P. Waring. As a student-writer, you will expand on the facts provided by generating additional information that would logically be obtained by the investigator conducting a witness interview with this bank teller in the following robbery scenario.

Your report must be neatly typewritten using 12-point font, double-spaced. Include your name and student number on every page. Your report will be graded on how well it conveys the required information and how well it adheres to the five rules of narrative writing. Spelling, punctuation, and grammar *do* count, so proofread your work *carefully* before submitting it. When referring to a handgun, the correct way to note a gun is ".38 caliber" (with a decimal point). Omit irrelevant details that add nothing to the report and are irrelevant to the investigation. **Reports that do not meet minimum requirements will be returned for revision.**

IMPORTANT: This project is required and must be completed. Please send this project to the school for grading. Complete and attach a *Submission and Evaluation Form* provided with this Learning Guide. If you fail to attach the form to your assignment, your work will not be accepted.