## **Title: Letter Perfect**

## **Objectives**

The student will recognize and correct spelling errors from a list of in order to produce a more professional document.

Time 1	frame	to	Comp	lete
			20	:4

30 minutes

NRS EFL

4

	Stackable Cert. Documentation	
	Technology	
	Study / Life skills	
	EL-Civics	
	Career Pathways	
×	Police	
	Paramedic	
	Fire Rescue	
	Medical Asst.	
	EKG / Cardio	
	Phlebotomy	
	Practical Nursing	
	Healthcare Admin	
	Pharmacy Tech	
	IMT	
	AMT	
	HVAC	
	Welding	
	Other:	

## Standard(s) Addressed in Lesson

Write to Convey Ideas

# Benchmark(s) Addressed in Lesson

W.4.15. Consistently use correct spelling in writing.

### **Materials**

Handout to study: Words Frequently Misspelled in Police Reports (1-150).

Teacher-created exercises or assessment practices.

## Learner Prior Knowledge

Basic vocabulary of law enforcement; knowledge of audience, purpose, and credibility.

#### **Activities**

Step 1 Distribute Words Frequently Misspelled in Police Reports (1-150, page 1) to students. Read the list aloud. A student volunteer may read the words, or the instructor may read them to the class. Encourage discussion of memory techniques or tricks to remember correct spelling. Discuss with the class why correct spelling is essential (purpose) and who will be reading passages with police terminology (audience). Ask the class to offer reasons for insuring that a document contains professional writing conventions, including spelling (credibility).

<u>Step 2</u> Each student will then choose the correctly spelled words from the printed exercise. If the student needs additional practice, the second exercise may be completed after additional study of the word list.

Step 3 Exercises may be assessed as a test or as a practice.

#### Assessment/Evidence

Students will compare their choices to the correct spelling.

# **Adaptations for Beginning Students**

Beginning students may use a shorter exercise or may expect a higher number of errors. Such students may also be given extended time.

## **Adaptations for Advanced Students**

Advanced students will be expected to have few or no errors and may be given a challenging time limit for completing the assignment.

## **Teacher Reflection/Lesson Evaluation**

Students should easily perceive the importance of correct spelling for creating clearer communication in a professional document.

This lesson was created by Middletown ABLE.

# TOPIC 7: INTRODUCTION TO REPORT WRITING

BASIC TRAINING CURRICULUM

**HANDOUT 3** 

#### **WORDS FREQUENTLY MISSPELLED IN POLICE REPORTS**

			h.a.i		
1.	abandon	51.	committing	101.	fight
2.	abrasion	52.	committed	102.	forcible
3.	accepted	53.	comparison	103.	foreign
4.	access	54.	compelled	104.	freight
5.	accessible	55.	complained	105.	frightened
6.	accidentally	56.	concealed	106.	frequency
7.	acquired	57.	consistent	107.	garage
8.	address	58.	cooperative	108.	gauge
9.	admission	59.	coroner	109.	gradually
10.	admitted	60.	counsel	<b>1</b> 10.	guarantee
11.	advise	61.	damaged	111.	guided
12.	advised	62.	debt	112.	guilty
13.	aggravated	63.	deceased	113.	habitually
14.	alcohol	64.	deceived	114.	handkerchief
15.	alleged	65.	decision	115.	heard
16.	altercation	66.	defendant	116.	height
17.	altered	67.	defense	117.	heroin
18.	analysis	68.	definite	118.	hindered
19.	analyzed	69.	delinquent	119.	homicide
20.	anonymous	70.	dependent	120.	horizontal
21.	answered	71.	deployed	121.	hurriedly
22.	apparently	72.	described	122.	hysterical
23.	appearance	73.	destination	123.	illiterate
24.	argumentative	74.	developed	124.	imagined
25.	arrest	75.	diagnosis	125.	inadequately
26.	articles	76.	disappearance	126.	interceded
27.	assistance	77.	disclosed	127.	irrelevant
28.	attached	78.	disguise	128.	intoxicated
29.	attempted	79.	dispute	129.	indicating
30.	attendant	80.	distinguishing	130.	involuntary
31.	acknowledge	81.	disturbance	131.	immediately
32.	assumed	82.	drunken	132.	incidentally
33.	barbiturate	83.	dual	133.	independent
34.	believed	84.	eighth	134.	indict
35.	beverage	85.	eligible	135.	inhabitant
36.	bicycle	86.	embarrassed	136.	innocence
37.	bruised	87.	employee	130.	instead
38.	bureau	88.		137.	
39.		89.	entrance		insufficient
	burglary		epileptic	139.	insured
40. 41.	business	90.	equipment	140.	interior
	cafeteria	91.	evidence	141.	interrupted
42.	caliber	92.	exaggerated	142.	investigation
43.	carburetor	93.	examined	143.	its
44.	ceiling	94.	exceeded	144.	it's
45.	characteristic	95.	excessive	145.	jealous
46.	chose	96.	extremely	146.	jeopardize
47.	cigarette	97.	facility	147.	juvenile
48.	commenced	98.	familiar	148.	khaki
49.	commission	99.	fatal	149.	knowledge
50.	commit	100.	fictitious	150.	knowledgeable

EFFECTIVE 4/7/03 VERSION 1.03

# TOPIC 7: INTRODUCTION TO REPORT WRITING

BASIC TRAINING CURRICULUM

HANDOUT 3

### **WORDS FREQUENTLY MISSPELLED IN POLICE REPORTS**

151.	knuckles	201.	occasion	251.	referred
152.	laboratory	202.	occasionally	252.	registered
153.	laceration	203.	offense	253.	released
154.	language	204.	opportunity	254.	relevant
155.	latent	205.	organized	255.	residence
156.	lawyer	206.	original	256.	resisted
157.	legitimate	207.	overt	257.	resistance
158.	length	208.	parallel	258.	repeated
159.	loitering	209.	parole	259.	restrained
160.	legible	210.	probation	260.	resuscitate
161.	lieutenant	211.	partial	261.	scene
162.	lewd	212.	participated	262.	scissors
163.	liable	213.	particularly	263.	secretary
164. 165.	license	214.	peculiar	264.	sedative
	liquid	215.	pedestrian	265.	seizure
166.	liquor	216.	penis	266.	separate
167.	location	217.	performance	267.	sergeant
168. 169.	loose	218.	perishable	268.	severed
170.	magazine	219.	permissible	269.	severely
	maintained	220.	persistent	270.	sheriff
171.	maintenance	221.	personnel	271.	shoulder
172.	maneuvered	222.	persuaded	272.	signature
173.	manufacturing	223.	physical	273.	significant
174.	marijuana or marihuana	224.	possibly	274.	similar
175. 176.	meant	225.	preceded	275.	specific
	meaning	226.	preference	276.	specimen
177.	medicine	227.	pregnant	277.	stationary
178.	medication	228.	preparation	278.	stomach
179.	memorandum	229.	prepared	279.	straight
180.	mileage	230.	prescription	280.	subdued
181.	minimum	231.	presence	281.	succeed
182.	miscellaneous	232.	prevalent	282.	sufficient
183.	moisture	233.	previously	283.	suicide
184.	multiple	234.	pried	284.	suite
185.	municipal	235.	principal	285.	suspect
186.	murdered	236.	principle	286.	tenant
187.	mustache	237.	prisoner	287.	their
188.	narcotics	238.	privilege	288.	there
189.	noticeable	239.	probable	289.	they're
190.	nuisance	240.	proceeded	290.	thorough
191.	necessary	241.	procedure	291.	through
192.	neighborhood	242.	psychologist	292.	to
193.	notification	243.	pursuit	293.	too
194.	numerous	244.	pursued	294.	two
195.	occupation	245.	quarrel	295.	typical
196.	occurrence	246.	quantity	296.	unconscious
197.	occurs	247.	realized	297.	vertical
198.	occurred	248.	receipt	298.	victim
199.	omitted	249.	recipient	299.	violation
200.	obscene	250.	recognized	300.	visible

EFFECTIVE 4/7/03 VERSION 1.03

#### Letter Perfect:

Choose the correctly spelled word from the following pairs. Circle your choice.

1. accessable accessible

2. acquired acqwired

3. advised addvised

4. altercation altarcation

5. analized analyzed

6. attendent attendant

7. barbiturate barbichurate

8. caliber calibur

9. carburetor carburator

10. cigarrette cigarette

11. compelled compeled

12. delinquent delenquent

13. disguise disgise

14. drunkan dunken

15. epiletic epileptic

16. fictitious ficticious

17. foreign foriegn

18. gradually gradully

19. guarantee guaruntee

20. horazontal horizontal

21. immediately immediatly

22. indict indic

23. histerical hysterical

24. interier interior

25. knowledgable knowledgeable