

## The Writing Minor

The minor consists of six courses (18 credits) chosen from the following:

### Required Course

ENG201 The Craft of Writing

### Choose Five Electives

ENG170 Introduction to Creative Writing

ENG245 Writing about the Arts

ENG247 Nature Writing

ENG266 The Personal Essay

ENG300 Professional Writing

ENG302 Technical Writing

ENG305 Fiction Writing

ENG306 Poetry Writing

ENG320 Autobiography and Memoir

ENG325 Creative Nonfiction

ENG327 Literary Publishing

ENG340/THA340 Playwriting

ENG402 Advanced Fiction Writing

ENG403 Advanced Poetry Writing

ENG409 Writing Grants and Proposals

ENG488 Internship

COM210 Converged Media Writing

COM303 Print News 1: Reporting

COM304 Writing for Broadcast

COM308 Public Relations Writing

COM325 Feature Writing

COM390 Special Topics:

Journalistic Writing

Writing is perhaps the most useful skill a college student can acquire. The Writing Minor at Buffalo State offers a wide degree of flexibility in designing a program that can complement any academic major. Through the Writing Minor students can focus on creative writing, journalistic writing, or technical writing, or can hone a range of writing styles by taking a diversity of classes.

## Interested?

Stop by the English Department for more information.



1300 Elmwood Ave  
Ketchum Hall 326  
Buffalo, NY 14222

Phone: (716) 878-5417 • Fax: (716) 878-5700



ENGLISH DEPARTMENT

BUFFALO STATE • The State University of New York

Planning a career in  
Criminal Justice ?



Consider a minor in  
Writing

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Ketchum 326  
(716) 878-5417  
[english@buffalostate.edu](mailto:english@buffalostate.edu)  
<http://english.buffalostate.edu>

## Why Minor in WRITING?

A criminal investigation is only as good as the report that supports it. Law enforcement officers often spend as much time writing reports as on any other task. Officers earn a reputation for the quality of reports they write. Being able to write effectively can make or break a career.

An effective report is complete, clear, concise, and accurate. When writing a report, you must create a mental picture so that the reader (supervisor, detectives, victim, district attorney, witnesses, judge, defense attorney) knows what happened.

### A well-written report can serve the following purposes for an Officer of the Law:

- ◆ **Time saver:** Well-organized and streamlined material can cut hours out of an officer's reporting time.
- ◆ **Better court preparation:** A well-written report can prove more efficient in a court of law, speaking logically and correctly to lawyers and judges.
- ◆ **Possible avoidance of court:** When a report leaves little room for questions, counsel may have no reason to call the officer into the court.
- ◆ **Respect from colleagues:** An officer whose reports don't require revision earns the respect of their supervisor.

## Examples of Criminal Investigation Reports:

- ◆ **Arrest Report:** Written at the time of an arrest, describes probable cause, arrest, and temperament of the suspected person.
- ◆ **Evidence Collection Report:** Launches the chain of evidence, such as who discovered the evidence, when and where it was located, who collected it, and its disposition.
- ◆ **Crime Report:** Includes all aspects of the crime: the location, date and time, evidence taken, loss or injuries, and suspect depiction.
- ◆ **Event or Incident Report:** Documents events that are not criminal, such as emergency medical calls or civil disputes.
- ◆ **Narcotic, Drunk Driving, Intoxication Report:** Describes a suspect's condition at the time of the crime, including the influence of substances.
- ◆ **Clearance Report:** States the outcome of a case and could include the arrest, the recovery of property or the filing of a complaint.

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### You are effective writer if you can:

Tell a story

Choose accurate and memorable words

Use standard English grammar

Spell and punctuate correctly

Understand your reader's needs

Revise your own writing

## A written report is often the first impression an officer makes on commanding officers, lawyers, or judges.

Reports need to be well organized and written so that they precisely articulate the thoughts you're trying to convey. They need to offer **clear information** so there will be no misconceptions regarding the facts of a criminal case and so that **the reader is able to make an informed decision** about the case.

If a report fails to get your point across, it will have served no purpose and your effort will have been wasted. **A poorly written report** can create a bad impression not only of your abilities and intelligence, but also of your dedication to your job.

If a state or district attorney **lacks faith in your ability** to clearly articulate the facts of the case, or if you fail to do so in your report, a criminal prosecution may be unsuccessful. Poorly written reports also leave **you wide open to attacks** from defense attorneys, who will try to portray you as incompetent and negligent.