



## Report Writing for Code Inspectors: Professional Writing Skills for Inspectors

By David Diamantes

CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. This item is printed on demand. Paperback. 232 pages. Dimensions: 10.0in. x 8.0in. x 0.5in. Report writing skills are essential to success in your code enforcement career. Your notices of violation, letters, and reports are public documents that may be read by supervisors, attorneys, judges, citizens, design professionals, contractors, and reporters. Quality inspection reports and notices of violation help ensure code compliance, impress superiors, and win respect from colleagues. They facilitate repairs, reinforce requirements for safe operations, and ensure unsafe practices are discontinued. Report Writing for Code Inspectors covers a wide range of topics: basic principles for organizing and writing reports, bullet style, punctuation, capitalization, sentence structure, English usage, and the specialized vocabulary you need for your reports. Sample reports are included, along with a pre-test, post-test, practice exercises, and complete answer key. This item ships from La Vergne, TN. Paperback.



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