

## REPORT WRITING TIPS & TRICKS

### CASA Kane County

---

- R: Times New Roman – 12 point Font
- R: Justified Margins
- R: Write full date in body of report (December 24, 2017 **not** 12/24/217)
- R: There is no “in regards” – it is “in regard” or “in regard to”
- R: Adverbs are the enemy. Cut “very” and all words ending in “ly.”
- E: Unless the adverbs are being used to describe the minor child
- R: Screen for sourcing (Who What Where When Why and How)
- R: Screen for objectivity
- R: Case No. and Page No. at the bottom of every page
- R: No contractions – do not use them. And by do not I mean **don’t**.
- R: Clear character introduction (Foster Mother Catherine B.)
- R: No abbreviations (Illinois **not** IL)
- R: Personal description of child – paint the picture
- R: Date at the beginning of a sentence (“On July 3, 2017, the parties appeared for court,” **not** “The parties appeared for court on July 3, 2017.”)
- R: All CASA/GAL concerns must be identified
- R: All issues appropriate for mediation must be identified
- R: Consistency is key
- Example:** “On July 3, 2017, CASA/GAL contacted Foster Mother Catherine B. (Foster Mother) via telephone. Foster Mother informed CASA/GAL that the minor child was experiencing bouts of nausea following parent visits.”
- R: Plurals versus singular and the apostrophe
- Example:** The Bananas’ house is very beautiful. (Possessive words that end in s’).  
The Smith’s house is very beautiful. (Possessive words that end in ‘s).
- R: No personal pronouns (*I, you, we, me, us*)
- R: Print and read
- R: Remember our role
- R: CASA = Organization CASA/GAL = Volunteer