Course Description

DSC2501 | Effective Communication Skills for Security Professionals | 3.00 credits

This course will provide a focused review and practice for effective writing within the intelligence community. The student will learn the basic elements necessary for effective writing in any situation or any type of report specifically within the intelligence community. It is designed for the entry-level criminal justice practitioner and beginning students interested in entering the field. Prerequisite: ENC1101

Course Competencies

Competency 1: The student will identify the foundations of good intelligence communication by:

1. Implementing good writing habits
2. Identifying the three missions of intelligence writing
3. Differentiating between academic and intelligence writing
4. Describing the steps in the Analyst's Learning Process

Competency 2: The student will discuss the use of argument in intelligence writing by:

1. Demonstrating the importance of thesis statements
2. Applying ancient thinking methods in a systematic manner to move from informal reasoning to persuasive argument
3. Evaluating and reading the arguments posited by others in intelligence products

Competency 3: The student will explain the products of the intelligence community both printed and electronic by:

1. Identifying the three general forms of intelligence
2. Identifying a distinct beginning, middle and end of intelligence reports
3. Evaluating finished intelligence
4. Distinguishing between known information and analytical supposition

Competency 4: The student will apply the basic principles of writing by:

1. Demonstrating clarity, conciseness, and correctness in intelligence writing
2. Constructing written documents that are appropriate, complete and coherent
3. Utilizing strong verbs and a few prepositional phrases in the writing process

Competency 5: The student will demonstrate the distinct phases of the intelligence writing process by:

1. Explaining the importance of the pre-writing phase
2. Constructing first drafts
3. Examining the characteristics of effective conclusions
4. Writing analytically throughout the process
5. Revising drafts for organization, style and errors

Competency 6: The student will discuss the importance of briefings in the intelligence communities by:

1. Recognizing the types and principles of briefings
2. Identifying the elements of a good briefing
3. Organizing and writing the briefing
4. Utilizing techniques for improving the briefing

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information