Appendix 9b

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A PLATOON
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HOW A "GIG" REPORT SHOULD LOOK – INSTRUCTOR SMITH

There are several things to take notice when writing a "GIG" Report. To write an acceptable report one must look at the technical information. First, take note of the upper title and the use of upper case letters. The title of the report is determined by the Staff or Instructor who assigned the Gig Report to you. If the Cadet is unclear they should request the title be clarified. Also, the title of the Staff or Instructor is used. For example if the person assigning the report is the Academy Administrator, then that is the title that goes before his/her name. If he/she is an Instructor then Instructor goes before his/her name and so on. Warning, never misspell a Staff or Instructor's name. That is a bad thing. The Cadet should also remember to use .5 as the top margin and 1.0 on the sides and bottom. The font should be 12 point and the font style should be Arial. If the Cadet doesn't have Arial in their computer then they are to use a font that looks similar to it. Also notice that everything is "single spaced" except for paragraph breaks.

Look here is a paragraph break now. Since we have looked at the basic technical information now let us discuss content. Whenever a Cadet or any Firefighting Professional turns in any documentation with their name attached to it, it should be inspected for content. Spelling, grammar, sentence structure and punctuation should be correct.

Finally, the length of the report is always an issue. Make sure that a report that is one (1) page, is truly one page. With the bottom border being 1.0, that means that you should have the document within 3 lines of the 1.0 bottom border. This can cause you to be creative at times but the report is designed as an education tool and not a time filler. Make the information count, and make sure that it is of good quality. If the report is to be longer than one page, then the border on the 2nd and remaining pages will be 1.0 top, bottom and sides.

Remember that this documentation will be kept in your file during the course of an Academy Class. It reflects who you are as a person. Good luck.