

## STATEMENT ANALYSIS QUICKGUIDE

NOUNS:	A word that is the name of something – person, place or thing.
VERBS:	Words that express an action, an occurrence or a state of being.
ADJECTIVES:	A word that describes a noun or pronoun.
ADVERBS:	A word that describes a verb, an adjectives, or another adverb. Answer questions when, where, how, or to what extent.
PRONOUNS:	A word that is used instead of a noun.

	INDICATOR OF	DESCRIPTION	HINTS	EXAMPLES
<b>UNIQUE SENSORY DETAILS</b> <u>UNDERLINE IN PINK</u>	VERACITY	UNIQUE INFO PROVIDED BY AUTHOR	FOCUS ON THE UNIQUE INFO NOT JUST THE FACT THAT IT DEALS WITH ONE OF THE SENSES	SIGHT, SOUND, TOUCH, SMELL, TASTE “AS HE BOBBED UP AND DOWN IN THE WATER, I COULD HEAR HIM GURGLING AND GASPING FOR AIR.”
<b>SPATIAL DETAILS</b> <u>UNDERLINE IN PINK</u>	VERACITY	SPECIFIC LOCATIONS	CAN YOU GO THERE, CAN YOU FIND THEM	“MY HUSBAND AND I WERE SITTING IN THE BOOTH TO THE RIGHT AS YOU COME IN THE DOOR.”
<b>EMOTIONS</b> HIGHLIGHT IN PINK	VERACITY	BASIC EMOTIONS VS. COMPLEX EMOTIONS	EMOTIONS NOT BEHAVIOR	HAPPINESS, SADNESS, ANGER, FEAR, CONTEMPT, DISGUST, SURPRISE
<b>EQUIVOCATION</b> HIGHLIGHT IN GREEN	POSSIBLE DECEPTION	AMBIGUITY, VAGUENESS	IS IT APPROPRIATE FOR THE CONTEXT IN WHICH IT IS BEING USED?	MAYBE, PROBABLY, THINK, SOMEONE, ASSUME, GUESS, KIND OF, MIGHT, POSSIBLY, SORT OF, TO THE BEST OF MY KNOWLEDGE
<b>NON-PROMPTED NEGATION</b> <u>UNDERLINE IN GREEN</u>	POSSIBLE DECEPTION	WHAT DID NOT HAPPEN VS. WHAT DID HAPPEN	IS IT APPROPRIATE FOR THE CONTEXT IN WHICH IT IS BEING USED?	NO, NOT, AND CONTRACTIONS OF NOT: WOULDN'T, DIDN'T, COULDN'T, SHOULDN'T, DON'T REMEMBER, DON'T THINK I DID
<b>EXTRANEOUS</b> HIGHLIGHT IN YELLOW	INSIGHT	INFORMATION THAT DOES NOT ANSWER THE QUESTION	MAY APPEAR IN PROLOGUE USED TO JUSTIFY ACTIONS TO GIVE REASON FOR SOMETHING-BREEDS DOUBT	“TELL ME WHAT YOU DID YESTERDAY.” “I DIDN'T DO MUCH. I'M NOT SURE. I DON'T KNOW. I DIDN'T GO ANYWHERE.”
<b>VERBS, TENSE</b> HIGHLIGHT IN BLUE	POSSIBLE DECEPTION	PRESENT TENSE VERBS USED TO DESCRIBE PAST ACTIONS	LIARS USE MORE PRESENT TENSE DUE TO ACTIVELY COMPOSING	CAUTION: IF PAST TENSE USED IN MISSING PERSON CASE: BE VERY SUSPECT BECAUSE FAMILY MEMBERS HOLD OUT HOPE
<b>UNEXPECTED VERBS</b> HIGHLIGHT IN BLUE	POSSIBLE DECEPTION	VERB CHOICE – WHY DID HE CHOOSE THIS VERB	LACK OF URGENCY? CONTROL ISSUES BETWEEN OFFENDER AND VICTIM	<b>CHOICE:</b> HURT V. KILLED (MINIMIZE) ASKED VS. TOLD, WENT VS. FORCED
<b>STOP ACTION VERBS</b> HIGHLIGHT IN BLUE	INSIGHT	UNCOMPLETED VERBS	WHO OR WHAT INTERRUPTED THE ACTION AND WAS IT EVER COMPLETED	<b>UNCOMPLETED:</b> I STARTED TO... BEGAN, INTENDED, PLANNED (INDICATES INTERRUPTION)
<b>PASSIVE VOICE</b> HIGHLIGHT IN BLUE	INSIGHT	PASSIVE VOICE VS. ACTIVE VOICE	POSSIBLY CONCEALING THE IDENTITY OF THE ACTOR	<b>PASSIVE:</b> “HE WAS SHOT BY SOMEONE.” “THE KNIFE WENT IN.”

	INDICATOR OF	DESCRIPTION	HINTS	EXAMPLES
<b>VERBS OF COMMUNICATION</b> HIGHLIGHT IN BLUE	INSIGHT	COMMUNICATION VERBS	WE COMMUNICATE ALL DAY, WHY IS THIS CONVERSATION IMPORTANT?	<b>COMMUNICATION:</b> DECIDED, TALKED, ARGUED, WATCHED TV, MET FOR LUNCH, DROVE TO, WENT SHOPPING
<b>NOUNS (PERSONS)</b> UNDERLINE & WRITE IN LEFT MARGIN THE FIRST TIME THEY APPEAR	INSIGHT	ORDER OF APPEARANCE	OFTEN PEOPLE ARE LISTED IN ORDER OF IMPORTANCE- THERE IS A REASON FOR THE ORDER	"BILL AND I WENT TO LUNCH. FRED CAME ALONG." CHECK ORDER FOR CO-DEFENDENTS
<b>NOUNS (CHANGES IN)</b> UNDERLINE IN BLUE	INSIGHT	CHANGE FROM ONE NOUN TO ANOTHER NOUN	ASK: "WHY CHANGE THIS NOUN?" LADY TO WOMAN, DUDES TO GUYS	HEALTHY RELATIONSHIP: CLEAR INTRODUCTION: NAME & RELATIONSHIP
<b>UNEXPECTED NOUNS</b> UNDERLINE IN BLUE	INSIGHT	PERSON, PLACES, THINGS	LACK OF DESCRIPTION?	THE GUY, THE MANIAC, THE SICK MAN VS. THE KILLER, THE ROBBER. THE WEAPON VS. THE GUN. PERSON VS. MAN
<b>PRONOUNS (PERSONAL)</b> CIRCLE	INSIGHT	REPLACE NAMES	NORM: FIRST PERSON, SINGULAR, AND PAST TENSE	I, ME, WE, US, THEY, YOU. WATCH FOR MISSING (PRONOUNS): "I STARTED TO GET READY TO GO. WENT TO MANASSAS."
<b>PRONOUNS (POSSESSIVE)</b> CIRCLE	INSIGHT	TAKING OWNERSHIP OF PEOPLE, PLACES AND THINGS	LOOK FOR CHANGES & DISTANCING	MY, OUR, YOUR, THEIRS MY GUN TO "THAT GUN" MY DAUGHTER TO "THE CHILD"
<b>ADJECTIVES (UNEXPECTED)</b> CIRCLE IN BLUE	INSIGHT	DESCRIBES NOUNS AND PRONOUNS	INAPPROPRIATE DESCRIPTION FOR THE CONTEXT IN WHICH IT IS BEING USED	RAPIST DESCRIPTION: KIND EYES, GENTLE TOUCH – NOT WHAT WE WOULD EXPECT
<b>ADVERBS (INTENSIFYING)</b> HIGHLIGHT IN ORANGE	INSIGHT	INTENSIFYING	END IN "LY" OR "Y" ATTEMPT TO CONVINC	REALLY, HONESTLY, TRUTHFULLY, I SWEAR "I HONESTLY DIDN'T SEE HER"
<b>ADVERBS (MINIMIZING)</b> HIGHLIGHT IN ORANGE	INSIGHT	MINIMIZING	END IN "LY" OR "Y" WHY IS THIS MINIMIZED?	ONLY, JUST, SIMPLY, MERELY "I SIMPLY WALKED HER DOG."
<b>ADVERBS (EDITING)</b> HIGHLIGHT IN ORANGE	INSIGHT / OMISSION	INDICATES MISSING INFORMATION	WHAT IS BEING OMMITTED? CONVERSATIONS, BEHAVIOR, TIME, ACTIONS	LATER, AFTER, NEXT, THEN, SO, WHILE "LATER I PUT THE DOG IN THE CAGE"
<b>TIME (MISSING)</b> UNDERLINE & LIST ON RIGHT MARGIN	POSSIBLE DECEPTION	O'CLOCK TIME	WRITE TIME IN MARGIN EXACTLY AS IN THE STATEMENT	<ul style="list-style-type: none"> <li>• AT 8:00PM, I WENT TO WORK.</li> <li>• I LEFT AT 9:30.</li> </ul>
<b>TIME (PACE CHANGE)</b>	POSSIBLE DECEPTION		EXPLORE PACE CHANGES	5 MINS = 20 LINES, 1 HOUR = 1 LINE
<b>INCIDENT/EVENT (BALANCE OF STATEMENT)</b> BOX IN ORANGE	VERACITY = BALANCED STATEMENT	WHERE DOES THE THREAT BEGIN AND WHERE DOES IT END	EXTRANEIOUS PROLOGUE = POSSIBLE DECEPTION WHERE IS THEIR FOCUS?	COUNT THE LINES BEFORE, DURING AND AFTER SIGNIFICANT EVENT & FIND PERCENTAGE OF EACH