

ABBREVIATING YOUR WRITTEN STATEMENTS ON FORMS

INSTRUCTIONS: Take each statement written below and abbreviate it. Look for key points and see if several of these can effectively be combined in one sentence, reducing the number of sentences.

SAMPLE: The client called today to say that she needs help with her twelve year old son. She said her son's father is the person she was married to previously but they have had a divorce and she is now a single mother. She said her son has been missing school and stays out late with friends. The police have stopped him and his friends several times but because he is near his house they just tell him to go on home. She thinks the boy will get in more trouble later if he keeps behaving like this. The client sounded upset about her situation.

ABBREVIATED SUMMARY FOR THE FORM

Carla, a divorced single mother of one 12 year old boy, called today for help with behavior problems she has been having with her son recently. She states her son is frequently truant from school and is staying out past curfew. Son has not been in serious trouble with police but mother worries this behavior may lead to other more serious behavior in the future. Client sounded tired and anxious for her son's future.

Note: It is not a good idea to use the word "upset" as in "the client sounded upset." The word "upset" can mean a host of things from bereaved to furious. Try always to be more specific

1. The client called today because she says that her husband abused her last night. She thinks he drinks too much and that is what causes him to become abusive. She said he has been drinking a lot ever since they were married about 6 years ago. She has been in the hospital for a broken rib and leg at one time. That was some years ago. Her husband did that during one of their fights. She sounded scared and despondent. She says she is probably afraid to stay and afraid to leave too. She wants some help with this.

YOUR ABBREVIATED SUMMARY FOR THE FORM

2. Mrs. Peters called today because she says she is depressed and needs help. She feels this has gone on too long and said she has been depressed since her husband died. She wants us to get her set up with a counselor or someone who can talk to her and also someone who can give her some medication for this. She sounded depressed on the phone. She cried and had trouble talking to me. Her life isn't going well. Her husband died in March and then in July her dog died, so she feels her life isn't going very well right now. She seems sad and not sure what to do.

YOUR ABBREVIATED SUMMARY FOR THE FORM