

# U.S. ARMY WARRANT OFFICER CAREER COLLEGE

## # 1. Army Writing Style

Following the components of the Army writing style will lead you to write to Army standard. The Army standard is stated as "transmits a clear message in a single rapid reading and is generally free of errors in grammar, mechanics, and usage." A general summary of the Army writing style is below:

1. Put the recommendation, conclusion or reason for writing — the bottom line — in the first or second paragraph, not at the end.
2. Use the active voice.
3. Use short sentences (an average of 15 or fewer words).
4. Use short words (three syllables or fewer).
5. Write paragraphs that average 6 to 7 sentences in length.
6. Use correct spelling, grammar, and punctuation.
7. Use "I," "you," and "we" as subjects of sentences instead of "this office," "this headquarters," "all individuals," and so forth for most kinds of writing.
8. Retype correspondence only when pen and ink changes are not allowed, when the changes make the final product look sloppy, or when the correspondence is going outside DA or to the general public. In general, do not retype correspondence to make minor corrections.

Learning to accurately use the various components of the Army writing style correctly will help you learn to write using the Army writing standard.

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### Works Cited

"U.S. Army Warrant Officer Career College." United States Army Combined Arms Center. 14

July 2010. U.S. Army. 11 Aug. 2013 <<http://usacac.army.mil/cac2/woco/WritingGuide.asp>>.

# Military Writing Guide

**Zhe Xu**



## **Military Writing Guide:**

**The Army Writer** David Klein,1951      Guide to Effective Military Writing William A. McIntosh,1986      *Guide to Effective Military Writing* William A. McIntosh,2003-05-01 Concise easy to use guide to efficient communication What every military writer should know about the English language Newly revised edition includes writing for the Internet With the advent of the Internet servicemembers are writing more than ever But are they writing effectively and persuasively Many are not This revised updated edition provides the basics of correct and effective military communication with emphasis on substance organization of content and style along with editing techniques and military and civilian formats      **Army Writing Guide** Msg Parker,2010-08 Drawing from over 24 years of experience in units around the world the author provides information on and examples of Army writing requirements that can t be found anywhere else This book is packed with clear guidance on the best strategy for advancement through the ranks including how to write exceptional NCO Evaluation Reports and Awards that will increase your chances for recognition and promotion MSG Parker ret the webmaster of ArmyWriter com has over 24 years active duty experience and is the foremost authority on information sharing In this book he has written and collected the best of products contributed by Soldiers from around the world and from a variety of occupational specialties There are dozens of official publications that describe official Army writing requirements but none that describe them as completely or as clearly as this book      **US Army Field Artillery School Guide for Writers of Military History** ,1983      **Writing Guide for Naval Officers** United States. Bureau of Naval Personnel,1964      **Guide to Official Letter Writing, Orders, Etc** ,1904      **Military Writing** Robert Cyril Wolferstan Thomas,1956      **Air University Library Index to Military Periodicals** ,1961      Preparing Your Campus for Veterans' Success Bruce Kelley,Ernetta Fox,Justin Smith,2023-07-03 This book is intended for everyone in higher education whether in the classroom student affairs administration admissions health services or faculty development who is or expects to be teaching advising or serving student veterans This book is the outcome of a partnership between the Center for Teaching and Learning and the office of Disabilities Services at the University of South Dakota that led to the development of the Fides program whose goal was to establish high quality evidence based development opportunities specifically designed to enable key university constituencies the faculty staff and administration to understand their role in providing extraordinary learning experiences for veterans The program was funded through a congressionally directed FIPSE grant Materials from Fides have been featured by prominent educational organizations and are being used by the National Center for PTSD colleges universities and boards of regents across the US This book provides the background and guidelines you need to leverage the strengths that student veterans bring to your institution to ease the challenges they face in transitioning into higher education to facilitate their learning and to ensure their successful graduation Student veterans bring many strengths to your campus maturity significant life experiences and cross cultural awareness They are highly motivated to serve others and value education Student veterans

may however face significant challenges Student veterans have typically been out of high school for some time where they may have earned average grades Many are married with children and more than a few are single parents They are approximately 20% less likely than non veterans to attain a bachelor degree and slightly more likely to drop out of higher education without attaining a degree of any sort Deployments extend their time to degree and multiple deployments can significantly delay graduation The challenges associated with transitioning from the military into higher education are heightened when a student has a disability physical psychological or emotional Common disabilities that are emerging from Iraq and Afghanistan include amputations hearing loss traumatic brain injury and post traumatic stress disorder To enable student veterans to succeed institutions need to develop holistic initiatives to mediate student veterans transition and persistence and develop appropriate programs and services that recognize their skills family responsibilities and distinct needs This book outlines best practices for student affairs describes innovative approaches to administrative services and support suggests streamlining policies and procedures to make the campus veteran friendly proposes ideas for academic programs looks at the implications for course structure and design considers the classroom environment and explores how classroom policies impact student veterans One chapter examines the issue of student veteran success specifically from the point of view of two year institutions The authors stress the importance of collaborative approaches across divisions and functions providing all stakeholders on campus with a comprehensive view of how they can support each to ensure the success of their student veterans *Air University Periodical Index* ,1961 *Air Force Performance Reports*

Durollari,2019-11-15 **Guide to Military History for Military Examinations ...** G. P. A. Phillips,1906 **New leader's guide to military writing** Col (R) Jo B. Rusin,2014 *Army* ,1959 *Armed Forces Guide to Personal Financial Planning* Hobart B. Pillsbury,Robert H. Baldwin, Jr.,1987 *Business and Technical Writing* Gerald J. Alfred,Diana C. Reep,Mohan R. Limaye,1981 *Copy That* Jerri Bell,James Mathews,Carmelinda Blagg,2016 Still trying to figure out the differences between CPT CAPT and Capt Worried about acronyms like BMNT Unsure about the difference between a brigade and a battalion We ve got you covered A style guide for anyone writing about the military written by writers who ve been in the military *Catechism on the Manual of instruction in army signalling*, by L. Edye and E. Rhodes Lourenço Edye,1894

**Enlisted Evaluation Writing Guide** ,2000

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