#### 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, condusion 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 "1," "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

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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retype correspondence to make minor corrections.

Works Cited

\*U.S. Army Warrant Officer Career College." <u>United States Army Combined Arms Center</u>. 14

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

# **Army Award Writing Guide**

**M Carnoy** 

#### **Army Award Writing Guide:**

The Writer Mark Gerecht, 2002-02 The Writer is a guide for Army Award writing It helps the leaders prepare an award in a quick and efficient manner Provides over 400 open helping and closing sentences broken into 8 categories for quick award preparation C ontains numerous citations and a comprehensive word listing that includes adjectives nouns and verbs In addition it provides numerous achievement exampels for the DA Form 638 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 Army Officer's Guide, 2023-10-17 The Army Officer's Guide is the crown jewel of Stackpole's military reference line First published in 1930 this guide has been continuously revised since then and has become the gold standard reference for the U S Army s officer corps especially the new second lieutenants commissioned into the army out of West Point and ROTC programs This edition has been thoroughly revised and updated with the latest information on leadership training military justice promotions benefits counseling soldiers physical fitness regulations and much more everything the officer needs to know in order to do his job well to advance his career to navigate the military and to guide his soldiers on and off the battlefield Topics include How to train lead and counsel troops effectively Tips on how to move along your career as an NCO by continuing education training and professional development Information about all the regulations NCOs need to be aware of in carrying out their jobs And much much more Stackpole has been guiding military officers and soldiers for more than 80 years Our guides still offer the best advice in the business better than any other book better than the internet The Army Lawyer, 1986 Army ,1985 Army Digest ,1971 **United States Army Aviation Digest** ,1986

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