

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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"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/wocco/WritingGuide.aspx>>.

Army Technical Writing Guide

Brendan G. Carr

Army Technical Writing Guide:

Business and Technical Writing Gerald J. Alred, Diana C. Reep, Mohan R. Limaye, 1981 Handbook of Technical Writing Practices Stello Jordan, Joseph M. Kleinman, H. Lee Shimberg, Society for Technical Communication, 1971 **Board of**

Contract Appeals Decisions United States. Armed Services Board of Contract Appeals, 1961 **Handbooks and Tables**

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Technical Writing, Editing, Graphics, and Publishing, 1966-1980, 1983 **National Union Catalog**, 1953 **The**

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Table of Contents Army Technical Writing Guide

1. Understanding the eBook Army Technical Writing Guide
 - The Rise of Digital Reading Army Technical Writing Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Army Technical Writing Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Army Technical Writing Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Army Technical Writing Guide
 - Personalized Recommendations
 - Army Technical Writing Guide User Reviews and Ratings
 - Army Technical Writing Guide and Bestseller Lists
5. Accessing Army Technical Writing Guide Free and Paid eBooks

- Army Technical Writing Guide Public Domain eBooks
- Army Technical Writing Guide eBook Subscription Services
- Army Technical Writing Guide Budget-Friendly Options

6. Navigating Army Technical Writing Guide eBook Formats

- ePUB, PDF, MOBI, and More
- Army Technical Writing Guide Compatibility with Devices
- Army Technical Writing Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Army Technical Writing Guide
- Highlighting and Note-Taking Army Technical Writing Guide
- Interactive Elements Army Technical Writing Guide

8. Staying Engaged with Army Technical Writing Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Army Technical Writing Guide

9. Balancing eBooks and Physical Books Army Technical Writing Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Army Technical Writing Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Army Technical Writing Guide

- Setting Reading Goals Army Technical Writing Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Army Technical Writing Guide

- Fact-Checking eBook Content of Army Technical Writing Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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