

**WRITING EFFECTIVELY:**  
**Hints and Helpful Guidance for the Army Writer**  
Writing Guide #1

The Army is effective only if information and directions are clearly communicated. In carrying out your military duties, you will write various types of correspondence. This student guide will help you become an effective Army writer.

**ARMY WRITING STYLE**

**General Summary**

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.

**STEPS IN THE WRITING PROCESS**

Writing Guide #2

All writing follows the same basic steps regardless of whether you are writing for the Army or writing a research paper. The following steps will help you develop a well-thought out and well-written product.

- Step 1. RESEARCH
- Step 2. PLAN
- Step 3. PREPARE A DRAFT
- Step 4. REVISE YOUR DRAFT
- Step 5. PROOF

1. **STEP 1: RESEARCH.** Research is the gathering of ideas and information. This is the step where you answer the "who, when, where, what, and how of the issue". Since we gather information in different ways, you must find the system which best suits you and your task. This means that as you gather ideas, you must keep in mind both your purpose and your audience. Gather as many ideas as you can. Use all possible sources. It is easier to throw out ideas that you don't need than it is to go back and do more research. Once you have the ideas you need, you will continue to the planning stage.

**Suggested Actions**

- a. Collect as much information as possible about the subject.
  - (1) Record the information you collect about the subject.

# Army Writing Guide

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## Army Writing Guide:

The Army Writer David Klein,1951    *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

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Drilled to Write J. Michael Rifenburg,2022-10-14 Drilled to Write offers a rich account of US Army cadets navigating the unique demands of Army writing at a senior military college In this longitudinal case study J Michael Rifenburg follows one cadet Logan Blackwell for four years and traces how he conceptualizes Army writing and Army genres through immersion in military science classes tactical exercises in the Appalachian Mountains and specialized programs like Airborne School Drawing from research on rhetorical genre studies writing transfer and materiality Drilled to Write speaks to scholars in writing studies committed to capturing how students understand their own writing development Collectively these chapters articulate four ways Blackwell leveraged resources through ROTC to become a cadet writer at this military college Each chapter is dedicated to one year of his undergraduate experience with focus on curricular writing for his business management major and military science classes as well as his extracurricular writing like his Ballroom Dance Club bylaws and a three thousand word short story In Drilled to Write Rifenburg invites readers to see how cadets are positioned between civilian and military life a curiously liminal space where they develop as writers Using Army ROTC as an entry into genre theory and larger conversations about the role higher education plays in developing Army officers he shows how writing students develop genre awareness and flexibility while forging a personal identity

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