

The Army Writing Style

**CHANGE SHEET 1**

1. Synopsis. This change sheet corrects minor administrative errors in the L230, The Army Writing Style Training Support Package.
2. Pen and ink changes: none.
3. Page change(s): Remove old pages and insert revised page(s) as indicated.

**Remove Pages   Insert Pages**

1 thru 8            1 thru 8

4. Additional changes that need explaining: none.
5. File this sheet in front of the TSP for reference purposes.
6. Approval of change sheet.

Name/Signature	Rank	Position	Date
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## TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number / Title</b>	L230 / THE ARMY WRITING STYLE
<b>Effective Date</b>	01 Oct 2003
<b>Supersedes TSP(s) / Lesson(s)</b>	None
<b>TSP Users</b>	600-PLDC, Primary Leadership Development Course
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p style="text-align: center;">COMDT USASMA ATTN ATSS DCP BLDG 11291 BIGGS FIELD FT BLISS, TX 79918-8002</p> <p style="text-align: center;">Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p style="text-align: center;">E-mail: <a href="mailto:atss-dcd@bliss.army.mil">atss-dcd@bliss.army.mil</a></p>
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**PREFACE**

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**Purpose**

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

**Task Number****Task Title**

158-300-0010

Write in the Army Style

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**This TSP  
Contains**

## TABLE OF CONTENTS

	<u>PAGE</u>
Preface.....	2
Lesson Section I Administrative Data .....	4
Section II Introduction.....	8
Terminal Learning Objective - Recognize effective Army writing.....	9
Section III Presentation .....	11
Enabling Learning Objective A - Identify the standards for Army writing.....	11
Enabling Learning Objective B - Identify active voice writing techniques for producing effective Army writing. ....	14
Enabling Learning Objective C - Identify the general rules for constructing military correspondence. ....	18
Section IV Summary.....	23
Section V Student Evaluation.....	24
Appendix A Viewgraph Masters A - .....	1
Appendix B Test(s) and Test Solution(s) (N/A) B - .....	1
Appendix C Practical Exercises and Solutions C - .....	1
Appendix D Student Handouts D - .....	1

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**THE ARMY WRITING STYLE  
L230 / Version 1  
01 Oct 2003**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	600-PLDC	1	Primary Leadership Development Course
<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u>	<u>Task Title</u>	
	158-300-0010 (*)	<u>INDIVIDUAL</u> Write in the Army Style	
<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>	
	None		
<b>Academic Hours</b>	The academic hours required to teach this lesson are as follows:		
		<u>Resident</u> <u>Hours/Methods</u>	
		1 hr 5 mins / Conference / Discussion 45 mins / Practical Exercise (Performance)	
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	2 hrs	
<b>Test Lesson Number</b>		<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review)	_____	N/A _____
<b>Prerequisite Lesson(s)</b>	<u>Lesson Number</u>	<u>Lesson Title</u>	
	None		
<b>Clearance Access</b>	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 25-50	PREPARING AND MANAGING CORRESPONDENCE	03 Jun 2002	
DA PAM 600-67	EFFECTIVE WRITING FOR ARMY LEADERS	02 Jun 1986	

**Student Study Assignments**

Before class--

- Read Student Handout 1, Advance Sheet.
- Read Student Handout 2, Extracted Material from AR 25-50.
- Read Student Handout 3, Extracted Material from DA Pam 600-67.
- Read Student Handout 4, Extracted Material from TSP 158-F-0010.
- Complete Student Handout 5, The Army Writing Style Programmed Text.

During class--

- Participate in group discussion.
- Complete PE-1 and PE-2.

After class--

- Turn in recoverable materials.

**Instructor Requirements**

1:8, SSG, PLDC graduate, ITC, and SGITC qualified

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

**Equipment Required for Instruction**

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6730-00-577-4813 SCREEN, PROJECTION	1:16	1:2	No	1	No
6730-00-P53-8147 Projector, Overhead	1:16	1:2	No	1	No
7110-00-132-6651 CHALKBOARD	1:16	1:2	No	1	Yes
7520-01-424-4867 EASEL, DISPLAY AND TRAINING	1:16	1:2	No	1	Yes
7530-00-619-8880 PAD, WRITING PAPER	1:16	1:2	No	1	Yes

\* Before Id indicates a TADSS

**Materials  
Required****Instructor Materials:**

- VGTs: 1 thru 10.
- TSP.
- AR 25-50.
- DA Pam 600-67.
- Dictionary.

**Student Materials:**

- Pen or pencil and writing paper.
- Any materials required by the NCOA's SOP.
- AR 25-50 (SH-2).
- DA PAM 600-67 (SH-3).
- Extracted Material from TSP 158-F-0010 (SH-4).
- The Army Writing Style Programmed Text (SH-5).

**Classroom,  
Training Area,  
and Range  
Requirements**

CLASSROOM (40X40 PER 16 STUDENTS)

**Ammunition  
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read and study all TSP material and be ready to conduct the class and PEs.
- This TSP has questions throughout to check on learning or generate discussion among the group members. You may add any questions you deem necessary to bring a point across to the group or expand on any matter discussed.
- You must know the information in this TSP well enough to teach from it not read from it.

During class--

- Conduct the class in accordance with this TSP.
- Conduct PE-1 and PE-2.

After class--

- Collect all recoverable materials.

**Proponent  
Lesson Plan  
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
/s/Bonnie G. Pyke /t/Pyke, Bonnie G.	GS11	Training Specialist	10 Jul 03
/s/Brian H. Lawson /t/Barnes, Ronnie G.	MSG	Course Chief, PLDC	18 Jul 03
/s/Brian H. Lawson /t/Lawson, Brian H.	SGM	Chief, NCOES	18 Jul 03
/s/Albert J. Mays /t/Mays, Albert J.	SGM	Chief, CDDD	21 Jul 03

## SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:8</u>
Time of Instruction: <u>5 mins</u>
Media: <u>VGT-1 and VGT-2</u>

### Motivator

As a leader it is extremely important that you are able to communicate effectively, not only orally, but also in writing. How well your team deploys, engages, and destroys the enemy depends drastically on your ability to communicate the operations, warning, and fragmentary orders. If your subordinates cannot understand what you are trying to tell them, then not only could you fail in your mission, but people could die. That is why living the warrior ethos requires that we are also effective communicators—not only in combat—but in other areas too. This includes writing memorandums of instruction, standard operating procedures, counseling statements, and NCOERs that are clear, concise, and correct.

Too often Army writing does not lead to effective communication. It confuses rather than clarifies; it is wordy rather than concise; and it hides the main idea rather than getting to the point. Let's look at a sample.

### **SHOW VGT-1, IS THIS EFFECTIVE COMMUNICATION?**

#### **Is This Effective Communication?**

It so happened that there turned out to be a grand total of five persons among the onlookers and spectators who were equipped with shovels as part of their emergency paraphernalia.

L230/OCT 03/VGT-1

**NOTE:** Have one student read VGT-1. Ask the students if this is clear and concise communication.

Let's look at another way we could have said this.

### **REMOVE VGT-1**