

EFFECTIVE ARMY WRITING (IS1460)

Subcourse Number IS1460

Edition A

Center for Army Leadership
Command and General Staff College
Fort Leavenworth, Kansas 66027-2314

10 Credit Hours
For TNSG Credit only if taken with TNSG Final Exam

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"If language is not correct, then what is said is not what is meant; if what is said is not what is meant, then what ought to be done remains undone."

-- Confucius

INTRODUCTION

Mission accomplishment requires skilled leadership able to make the right decision. The lives of your subordinates, peers, and superiors may depend on your skill at accomplishing this task. However, a more critical skill is the ability to clearly communicate that decision. Individuals (officers, warrant officers, noncommissioned officers, and soldiers) who can get their intent and ideas across so that others understand the message and act on it possess one of the primary qualities of leadership--the ability to communicate clearly. Therefore, your success as a military person depends on your ability to think critically and creatively and to communicate your intention and decision to others.

How we communicate is just as important as what we communicate. The two means we use to communicate our intentions to others are written and verbal. Although our focus is on effective writing, you will find many of the principles included here will help you become an effective speaker.

SUBCOURSE OVERVIEW

This course will--

- Introduce the student to critical and creative thinking concepts.
- Serve as a refresher on the basics of writing.
- Provide some guidance on Army rules of correspondence.

The scope of this course includes principles and standards of critical reasoning and creative thinking, the rules of Army writing, the steps to effective writing, and some practical guidance on issues from selecting words and phrases to preparing a staff study.

TERMINAL LEARNING OBJECTIVE

ACTION: Develop the skills to write effectively.

CONDITION: Given Subcourse IS1460 (Effective Army Writing), review questions and answers to review questions, and a final examination.

STANDARD: To demonstrate competency of this task, you must achieve a minimum of 70% on

the subcourse examination.