

Effective army briefing

Briefings are the most efficient and common means to present information to commanders, staffers, soldiers, or other specified audiences—you decide which techniques to use depending on the purpose of the briefing, the response you want, and the briefer's role.

There are four types of Army briefings: *the information briefing, the decision briefing, the mission briefing, and the staff briefing.*

1. Information Briefing. The information briefing delivers information in a form the audience can understand and use. It does not include conclusions or recommendations. It does not require decisions.

2. Decision Briefing. A decision briefing obtains an answer to a question or results in a decision on a course of action. It presents the recommended solution resulting from analysis or study of a problem or problem area. Decision briefings vary in formality and detail, depending on the level of command and the decision makers' knowledge of the subject.

3. Mission Briefing. A mission briefing's goal is to secure a coordinated or unified effort toward accomplishing the mission. It often involves the exchange of information, the announcement of decisions within a command, the issuance of directives, or the presentation of guidance.

4. Staff Briefing. The staff briefing may have characteristics of information briefings, decision briefings, and mission briefings. The purpose of a staff briefing is to coordinate unit efforts by informing the commander and staff of the current situation. The person who convenes the staff briefing sets the agenda. Staff representatives each present relevant information from their functional areas. Staff briefings may involve exchange of information, announcement of decisions, issuance of directives, or presentation of guidance.

Source:

http://www.mc.edu/rotc/files/8413/1471/7313/MSL_201_L08a_Effective_Army_Briefing.pdf

1. Read about Effective Military Briefing from the „Source“ and answer the following questions:

1. What are the four types of military briefings and how do you distinguish among them?
2. In what way is the information briefing the most fundamental of the four types?
3. What are the four steps you must take to brief effectively?

2. Match a type of briefing with its purpose:

1 Purpose is to brief an operations plan or order for combat or deployment operations. The commander or a key staff officer outlines what is to take place or provides last-minute instructions.

2 Purpose is to present routine, high priority, or complex information. It deals primarily with facts, and except for a short concluding statement, doesn't feature conclusions or recommendations.

3 Purpose is to get an answer or decision from the decision maker. It contains the same elements as a decision paper. A decision briefing represents an action officer's analysis of a problem and proposed solution. This type of briefing is the most difficult to deliver, so we focus on it in this lesson.

4 This kind of briefing is a forum for the staff and command group. Purpose is to.

- Exchange information among staff members.
- Update the command group on status of operations.
- Answer questions raised from previous briefings.
- Discuss matters requiring coordination.
- Announce or clarify decisions.
- Assign tasking.
- Present guidance.

Key: 1 Mission briefing; 2 Information briefing; 3 Decision briefing; 4 Staff briefing

3. Study an example of a successful sample briefing:

[http://www.careerstagged.co.uk/files/pdf/srilanka2\(0\).pdf](http://www.careerstagged.co.uk/files/pdf/srilanka2(0).pdf)



Military reports

You must write high standards documents if you're a military professional. Like civilian writing, there are guidelines that must be followed in order for you to write an effective military writing. If you need to write a military report, keep in mind that it's just like civilian writing. The military report format might be different, but the information gathering techniques and writing process are the same. Use technical writing in military reports. Like civilian reports, the purpose of military writing is to disseminate information. Know your audience. Think about your audience as you write so they will become engaged in your report. Make extra effort on researching about your audience, like research if they have prior workshops and seminars about the discourse. Your article will become natural and you'll write it easily if you know your audience.

To write any report successfully you should bear in mind that it is extremely formalized type of writing; therefore, there are some basic, core rules to follow. Negligence in complying with those rules may result (and surely it will!) in a lower score at the writing test.

There are at least 9 basic principles any reports writer should be aware of:

1. Reports are the most impersonal kind of writing and this is also reflected in the language used. It is usually best to avoid expressing personal opinions or feelings except, perhaps, in a conclusion.
2. Reports, like other kinds of writing, must be divided into paragraphs/sections.
3. Reports should have a clear, factual heading and may also have subheadings which clearly show what each section is about.
4. Letters and numbers may be used to separate sections from each other.
5. Each section deals with a different aspect of the topic.
6. Generally, the text aims to give information, not to entertain.
7. An introduction either may say what purpose of the report is or may give an outline of the content.
8. A final section summarises what has been stated and makes recommendation, if necessary.
9. The style is formal in the whole text.

SOURCE: <http://www.stanag6001.com/military-reports-english-writing-sample/>

Useful vocabulary

The aim of this report is to

This report is intended to

This report looks at/describes

It is based on

It draws on

It seems/appears that

It was found that

It was felt that

According to

As X said

In the words of

It may/might/could be that

It may/might/could have been that

In general

On the whole

It is recommended that
It is/would be advisable (for X) to
X might/should consider +ing
To sum up/To summarise
On balance

Memo

Memo is a brief letter which is straightforward. The purpose is to propose an idea or inform the reader about the situation, circumstance ...

The ability to write a professional Army memo is a necessity for any service member. The Army sets high standards and provides specific guidelines for non-ambiguous, clear writing in Army Regulation

Read more: http://www.ehow.com/how_4913128_write-army-memo.html#ixzz2x91k9GXJ

Memos are used within organizations to communicate everything from routine details to complete proposals and reports. Memos are often only a few short paragraphs, but they can be much longer, depending on their purpose. Here are some typical uses of memos:

- to inform others about new or changed policy, procedures, organizational details
- to announce meetings, events, changes
- to present decisions, directives, proposals, briefings
- to transmit documents (internal).

Memo Format

Company and/or department name (without address)

Heading

- To (who gets it)
- From (who sent it)
- Subject (what it's about)
- Date (when it was sent)

Body (conveys message)

- Introduction
- Main points
- Close

Memo Style

- **Concise:** Make your sentences, paragraph, and overall memo as brief and as focused as possible.
- **Clear:** Get your purpose straight before you start, then plan what you want to say and in what order. Use your memo layout to help your reader (headings, bulleted lists, white space, as appropriate).
- **Direct:** Speak directly to your reader, as you would in person or on the phone. Do not pad your ideas with unnecessary details. Think of what questions your reader wants answered, and then answer them.
- **Clean:** Reread, revise, copyedit, and proofread.

Memo Structure

Subject Line: Summarizes the main idea; think of it as being preceded by the words "This memo is about."

Introductory paragraph: Quickly orients the reader to what the memo is about.

- Give your purpose for writing.
- Supply any relevant background information.
- Identify any task the memo is related to.

Body: Conveys the information and supporting details relevant to the memo's purpose

- Keep paragraphs short and focused; one main idea per paragraph.
- Keep sentences tight and informative
- Use bullets to list information

Close: End courteously (think of a phone call or face-to-face meeting), stating any expected outcome, action, or other information appropriate to your purpose. For example,

- "Please send me your comments and suggestions by January 16."
- "Let's meet next week to go over the next stage in the plan."

SOURCE:

<http://www.law.stanford.edu/sites/default/files/child-page/441583/doc/slspublic/Memo-Writing-handouts.pdf>