

# Military documents



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Operační program Vzdělávání pro konkurenceschopnost

Název projektu: Inovace magisterského studijního programu Fakulty ekonomiky a managementu

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Warm-up

*Work in pairs*

- What do you know about writing formal letters/documents?
- Is there any difference between civilian and military correspondence?
- What military documents does a commander write?
- Are you familiar with some procedures for writing effective military documents?

**Memorandums** can be defined as records that are made for future use. These are documents that help the memory by recording events or observations on a topic, such as may be used in a military and business environment.

The **main purpose of memo** is **communication**:

- to inform,
- to request,
- to respond,
- to resolve conflict,
- to give instructions,
- to make announcement, etc.

## Tips for memo

- Define the problem: Why are you writing and why should the reader be interested?
- Summarize your findings.
- Step back and show how you got there: Give a road map of the framework of your memo.
- Generate criteria for evaluating options for change.
- Analyse each option according to your criteria: What are the pros and cons? What is feasible? What are the predictable outcomes?
- Support assertions with relevant data.
- Consider qualifications, caveats counterarguments.
- Suggest next steps or other implementation issues.

Writing a **military report** is much the same as writing a report in the civilian sector. While the format of a military report may be different, the general information - gathering and writing process is similar.

Military reports may be more technical and written at a higher reading level, but **the purpose of a military report** is to **disseminate information**, just as in a civilian report.

## 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

**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.

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There are four types of Army briefings:

- *the information briefing,*
- *the decision briefing,*
- *the mission briefing,*
- *the staff briefing.*

## EXPRESSIONS FOR MILITARY BRIEFINGS

**GREETING:** Good morning, gentleman./Good afternoon, ladies and gentleman./Good morning, general Jones, ladies and gentleman./On behalf of Lt Col Smith, I would like to welcome you to the University of Defence.

**IDENTIFICATION OF SELF (IF APPROPRIATE):** I am Captain John Smith, S-2 of the 34 th Signal Battalion./My name is Major Paul Jones, S-3 of 2/28 Tank Bn.

**PURPOSE:** I have been asked to brief you on .../I have been tasked to brief you on .../I am to brief you on...../My aim is to brief you on.../The aim of my briefing is to ...../It gives me great pleasure to brief you on...

**CLASSIFICATION (ONLY IF MATERIAL IS CLASSIFIED):** The classification of the briefing is Restricted./The briefing is NATO Secret.

**QUESTIONS:** If you have any questions during my briefing, please interrupt me and ask them./If you have any questions during my briefing, could you please hold them until the end?

**CLOSING:** This concludes my briefing. Are there any (further) questions?/I thank you for your attention. Are there any (further) questions?



## SOURCE:

[http://www.ehow.com/how\\_5208730\\_write-military-report.html#ixzz2x9AX73Ds](http://www.ehow.com/how_5208730_write-military-report.html#ixzz2x9AX73Ds)

<http://www.howtodothings.com/careers/how-to-write-a-military-report>

[http://www.careerstagged.co.uk//files/pdf/\\_srilanka2\(0\).pdf](http://www.careerstagged.co.uk//files/pdf/_srilanka2(0).pdf)

[http://www.mc.edu/rotc/files/8413/1471/7313/MSL\\_201\\_L08a\\_Effective\\_Army\\_Briefing.pdf](http://www.mc.edu/rotc/files/8413/1471/7313/MSL_201_L08a_Effective_Army_Briefing.pdf)

[http://www.ehow.com/how\\_4913128\\_write-army-memo.html#ixzz2x91k9GXJ](http://www.ehow.com/how_4913128_write-army-memo.html#ixzz2x91k9GXJ)

# Questions? Suggestions?

## Thanks for your attention.



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