

AUSTRALIAN DEFENCE COLLEGE

AUSTRALIAN COMMAND & STAFF COLLEGE



RAN STAFF ACQUAINT COURSE

EXERCISE

DEFENCE WRITING

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EXERCISE DEFENCE WRITING

1. Exercise DEFENCE WRITING comprises a number of short exercises to remind students of the basic elements of Defence writing. They are to be done at students' discretion, but the Directing Staff will assume that students are competent in the material they cover.

Exercise CAPITAL LETTERS

2. Exercise CAPITAL LETTERS, in annex A, is the first practice exercise to allow you an opportunity to use some of the skills discussed in the Defence Writing Reader. On completion of the Exercise, check your answers with those in annex B and then return to the Reader.

Exercise RE-ARRANGEMENT

3. Exercise RE-ARRANGEMENT, in annex C, is designed to provide an opportunity to apply the rules and conventions of Defence Writing to a section of plain text. On completion of the Exercise, check your answers with those in annex D and then return to the Reader.

Exercise RE-DRAFT

4. Exercise RE-DRAFT, in annex E, provides an opportunity for you to practise the skills of re-drafting a proposed draft minute that requires major correction. You can then compare your efforts with the suggested re-draft in annex F.

5. The proposed draft minute in Exercise RE-DRAFT was deliberately designed to contain many errors and is not at all typical of the standard of most proposed draft letters. In this respect you must resist the temptation to redraft all submissions. Providing the draft is workmanlike and its meaning clear you should restrict your corrections to any errors in spelling, grammar and conventions.

Exercise CONSOLIDATION

6. Exercise CONSOLIDATION, in annex G, requires you to write a formal letter, a letter of condolence, a demi-official letter and a minute. The details of the settings for each form of Defence correspondence are contained in the annex and you need to select carefully the appropriate style, level and tone.

7. To obtain maximum value from this exercise you should complete each requirement in fair form before comparing your efforts with the suggested solutions in annex H. Students who choose simply to read the suggested solutions are denying themselves valuable practice and are also displaying an approach that is alien to the aims of the course.

Annexes:

- A. Exercise CAPITAL LETTERS
- B. Solution to Exercise CAPITAL LETTERS
- C. Exercise RE-ARRANGEMENT
- D. Solution to Exercise RE-ARRANGEMENT
- E. Exercise RE-DRAFT
- F. A suggested solution to Exercise RE-DRAFT
- G. Exercise CONSOLIDATION
- H. Suggested solutions to Exercise CONSOLIDATION

EXERCISE CAPITAL LETTERS

1. Correct the following examples by substituting capital letters for small letters where required by the conventions:

- a. the nickname for your location is nude drums.
- b. tell commanding officers that the Maritime commander may visit them.
- c. hmas vampire's and hmas vandetta's future will be discussed at your meeting.

d. Signature block:

a b snooks
cmdr ran
so (plans)

Sender's Address:

ran staff college
hmas penguin
middle head road
mosman nsw 2088

Addressee:

army command and staff college
queenscliff vic 3225

SOLUTION TO EXERCISE CAPITAL LETTERS

Correct solutions

1. The examples listed at paragraph 1 of annex A should be written as follows:
 - a. The nickname for your location is NUDE DRUMS.
 - b. Tell commanding officers that the Maritime Commander may visit them.
 - c. HMAS VAMPIRE's and HMAS VENDETTA's future will be discussed at your meeting.
 - d. Signature block: Sender's Address:

A.B. SNOOKS
CMDR, RAN
SO (PLANS)

RAN Staff College
HMAS PENGUIN
Middle Head Road
MOSMAN NSW 2088

Addressee:

Army Command and Staff College
QUEENSCLIFF VIC 3225

EXERCISE RE-ARRANGEMENT

full stop. main function. 1. the full stop marks the end of a sentence. whatever intervenes between one full stop and the succeeding full stop must be a sentence in a grammatical sense of the word it should contain a subject a finite verb and should express a complete independent thought or idea. use of abbreviations. 2. the full stop was once used at the end of an abbreviated word. the modern tendency is to dispense with the stop in abbreviations such as Mr mrs and dr. 3. in Defence writing the following rules concerning abbreviations apply a. full stops are not used in any part of an abbreviation except (1) in writing initials and surnames eg j.w. green or if further abbreviated j.w.g. (2) where required by the normal rules of punctuation at the end of a sentence except where an exclamation mark or a question mark is needed and (3) at the end of a paragraph or subparagraph title. b. full stops should not be used in an abbreviated title consisting of part of a word or parts of words eg Lcdr smith or dsmp. in addition they should not be used (1) after titles of publications or Chapters, and after main or group titles, annexes, appendixes and enclosures (2) after dates or signatures (3) after symbols or abbreviations of units of measurement (4) after symbols for currency and (5) in abbreviations for honours and awards.

SOLUTION TO EXERCISE RE-ARRANGEMENT

FULL STOP

Main function

1. The full stop marks the end of a sentence. Whatever intervenes between one full stop and the succeeding full stop must be a sentence in a grammatical sense of the word; it should contain a subject, a finite verb and should express a complete independent thought or idea.

Use of abbreviations

2. The full stop was once used at the end of an abbreviated word. The modern tendency is to dispense with the stop in abbreviations such as Mr, Mrs and Dr.

3. In Defence writing, the following rules concerning abbreviations apply:

a. Full stops are not used in any part of an abbreviation except:

- (1) in writing initials and surnames, eg J.W. Green or, if further abbreviated, J.W.G.;
- (2) where required by the normal rules of punctuation at the end of a sentence, except where an exclamation mark or a question mark is needed; and
- (3) at the end of a paragraph or sub-paragraph title.

b. Full stops should not be used in an abbreviated title consisting of part of a word or parts of words, eg LCDR Smith or DSMP. In addition, they should not be used:

- (1) after titles of publications or chapters, and after main or group titles, annexes, appendixes and enclosures;
- (2) after dates or signatures;
- (3) after symbols or abbreviations of units of measurement;
- (4) after symbols of currency; and
- (5) in abbreviations for honours and awards.

EXERCISE RE-DRAFT

SETTING

1. You are the Principal Staff Officer to the Assistant Chief of Navy–Materiel (ACMAT-N). You have just taken over the job, and are anxious to make the right impression on the Admiral. A few days ago when the Admiral interviewed you, he pointed out that he demanded a high standard of staff work within the Division and would be keeping a close watch on material submitted to him by his senior staff.
2. You are busy going over the recent paperwork that has arrived on your desk, and thinking that some of it is awful, to say the least, when in walks Lieutenant Jones with a minute for ACMAT–N’s signature.
3. Having read the minute at appendix 1 carefully, you decide to re-draft it. You also make a mental note to discuss your re-draft with Lieutenant Jones and point out the advantages of him undertaking the next Junior Officers’ Staff Course.

TASK

4. Re-draft the minute in a form acceptable to ACMAT–N.

CHECKING YOUR SOLUTION

5. After composing your re-draft, study the suggested solution in annex F. Make sure you distinguish between the deliberate mistakes in Lieutenant Jones’ minute and the suggested solution.

Appendix:

1. Draft letter by Lieutenant Jones

EXERCISE DEFENCE WRITING

DRAFT MINUTE BY LIEUTENANT JONES

DRAFT

1/10/9

FONSC

For information:
CO WATSON

POWER UNIT MODIFICATIONS - COMMS EQUIPMENT

1. It is understood that the operation of the 66-099-6432 Unit is giving rise to dissatisfaction. In fact, it is becoming increasingly apparent that remedial action must be taken. Before a general modification program is begun at all shore establishments, it is our intention to effect a trial program at HMAS WATSON.

1. It is obvious that this program must be completed with dispatch so that the major program can be initiated at the earliest opportunity. In view of the foregoing, therefore, this project is to be given the greatest possible priority. Consideration should be given to setting up a program which can be completed in the shortest possible time. It should be pointed out that it will be extremely difficult to maintain normal operations with the equipment while some units are modified and some are not. So as not to interfere with normal operations, therefore, full shift work for a 24-hour period will probably be advisable. In any case the full modification program at Watson is to be completed by the night of 30NOV90 so as not to conflict with Operation Seahorse starting 01DEC.

2. Separate correspondence has been forwarded and included the necessary technical information to complete the modification. The modification kits already received at Watson are not complete, but it is our intention that these kits be completed before the program starts.

As a result Watson is authorised to procure the following components through local purchase of each kit:

- a. Bolts, stainless steel 1 1/2 cms, one dozen, (approximate cost 2 1/4 dollars)¹
 - b. Felt, commercial grade, 1 1/2 cms, 1 square metre, (approximate cost .90c per square metre)
 - c. Washer, stainless steel, 5 cms with 1.2 cms centre, approximately fifty (approximate cost thirty-five cents each)
 - d. Assorted small hardware fittings as required, for example:
One fitting required is a standard 5 cm hook and eye
 - e. Various electrical wire as required
3. Advice is to be given to Navy Headquarters of any problems encountered together with a suggested plan to modify other Shore Establishments in your command and the effect of this modification in the operational scene. This information is required before 30DEC90.

V.I. WATTS

ADMIRAL, RAN

ACMAT-N

Navy Headquarters

Russell

NOV 1998

1. (See *ADFP 102*, Part 1, Chapter 3, Paragraphs 3.80 – 3.82 for examples on lists of objects. Note: no punctuation at the end of each item)

A SUGGESTED SOLUTION TO EXERCISE RE-DRAFT

EXERCISE RESTRICTED

**ROYAL AUSTRALIAN NAVY
MINUTE**

SCL 1/10/9
RANSC /09

FONSC

For information:
CO HMAS WATSON

COMMUNICATIONS EQUIPMENT POWER UNIT MODIFICATION

1. A general modification program is planned for the power units (NSN 5960-66-099-6432) installed in all shore establishments. Before this program is implemented, a trial program is to be conducted at HMAS WATSON.
2. You are to give priority to this trial program and arrange work schedules so that:
 - a. there is a minimum interference with normal operations,
 - b. the modifications are completed am 30 Nov 90 in order that HMAS WATSON will be fully operational for the start of Operation SEA HORSE on 01 Dec 90, and
 - c. the general modification program at other bases can be started quickly.
3. Technical information on the modification and incomplete modification kits has been forwarded separately to HMAS WATSON. The items required for completion of the kits are specified in annex A. These items should be obtained through local purchase.
4. The Support Commander (Navy) is requested to provide advice by 30 Dec 90 on:
 - a. any modification problems encountered by HMAS WATSON,
 - b. a recommended modification procedure,
 - c. a proposed modification plan timetable for establishments in his command, and
 - d. the performance of the modified equipment during Operation SEA HORSE.

V.I. WATTS
RADM, RAN
ACMAT-N
A-3-15

Tel: (02) 6265 5555

Nov XX

Annex:
List of required items

EXERCISE RESTRICTED

EXERCISE CONSOLIDATION

1. The main purpose of this exercise is to give you more practice in writing Defence letters. You are required to prepare a formal letter, a demi-official letter, a letter of condolence and a minute.
2. In earlier exercises you applied conventions and layout to given material. In this exercise you also have to give consideration to the material to be included and the level, style and tone of your letters.
3. In considering material, do not become too involved in a deliberation of the facts in the settings. All you need to do is to ensure that your letters contain the main points which the addressee should be told. You are at liberty to add a reasonable amount of material of your own if you think it is required to increase realism but do not change any of the facts given.
4. Watch your style of English. In the formal and DO letters, you will be more likely to get the desired result if your writing is pleasing to read and the tone is appropriate.
5. You are advised to complete your solutions in fair form before comparing them to the suggested solutions in annex H.

SETTING FOR THE FORMAL LETTER - TASK W

6. Lieutenant Commander Peter Pinger, RAN is a PWO ASW officer on the Staff Course. At 1730 on Monday 1 August, 1998 he is sitting alone in his syndicate room finishing an exercise (he is a slow worker). The door opens and Commander John Sweep, RAN, one of the DS and also an ASW specialist, gives him a file marked SECRET. He tells Pinger that this is the official report on the performance of HMAS COLLINS sonar during her acceptance trials and Pinger might like to read it before it completes its circulation at ADC and is returned to the Department of Defence. Pinger takes the file, puts it on his desk and finishes his exercise.
7. At 1800 the door opens once more and Lieutenant Commander James Smith, RAN, another student, comes in. He tells Pinger that a notice has just gone up, obviously not intended to be read by the Course until the morning, asking for five students to go on an optional visit to the Channel 9 studios in Willoughby. He goes on to tell Pinger that this visit will coincide with the final of the Miss Australia contest which is being held in the studio that night. He has heard on the grape-vine that there will be a cocktail party thrown for the contestants to which the naval visitors will be asked as, in the words of the TV spokesman, 'They know about entertaining foreigners and all that sort of thing'. Smith says that there are four names up already. Pinger leaps to his feet and rushes out to write his name on the list for the optional visit.
8. He is number five and satisfaction floods his breast as he turns away from the notice board (he likes to pull his weight) only to hear his name called by another student. 'Peter, I've just made one completely unnecessary journey up these bloody steps, not for your sake but because of your charming wife who is at this moment sitting in the courtyard in the car, where apparently she has been for the last half hour. She desires me to point out that you are both due at the CO's house in under 30 minutes' time and if you intend to take her, you had better get down those stairs fast or she may be compelled to make other arrangements.' Pinger shouts a word of thanks and vanishes earthwards.

9. At 0930 the following morning Pinger is standing before the Director. On the desk is the copy of the SECRET HMAS COLLINS report. 'Pinger', says the Director in a friendly way, 'You do not seem to believe that I meant what I said when I told the Course that we take security extremely seriously. This report, which I understand was given to you last evening by Commander Sweep, was found on your desk by the Duty Officer. You appear to have been extremely careless and irresponsible. Be good enough to let me have a written report on how this all happened so that I can decide what action I must take. Thank you.'

10. **Requirement.** You are to write Pinger's formal letter to the Commanding Officer of the ACSC. This is the first time that he has been involved in a disciplinary matter arising from a breach of security.

SETTING FOR TASKS X AND Y

11. You are the Commanding Officer of HMAS DARWIN visiting Singapore. It is Sunday 18 November 200X. At about 2300 on 17 Nov one of your Ship's company, ABCSO Frank Smith, was killed falling from a rickshaw. The circumstances as described below are an extract from a statement by one of Smith's companions, ABCSO Brown:

12. 'Smith, Black and I left the Grand Sneazy Bar in Harcourt at about 2300, and hired a rickshaw to take us back to the Ship. We had all had a few drinks; I think Smith had drunk five or six pints of beer and about the same number of whiskies since 1930. The rickshaw was slow and we thought we might miss the boat. Smith was shouting at the rickshaw driver to go faster. As we went down the hill towards Customs, the rickshaw going quite a lot faster, Smith fell and I think his head hit the kerb. We stopped, and it was clear that he was seriously hurt. His head was badly bleeding and blood was coming out of his ears. I tried to stop the bleeding, but couldn't. Black ran to Customs House to get an ambulance. An ambulance arrived in a very short time, but Smith had already died.

13. The usual casualty signal in accordance with DI(N) PERS 5-1 was made. Mrs Smith was informed by the Command Chaplain, Reverend T. Pink, RAN (telephone 02 379 1518), who had offered to help in any way he can. In his signal passing this information to you, the Support Commander (Navy) has stated that Mrs Smith wishes her husband to be buried in the Kranji Cemetery in Singapore, but that she will not attend the funeral. She would like a wreath placed on his grave on behalf of herself and their two young children. A Defence funeral at the Military Cemetery Kranji has been arranged for 1500 on Wednesday 21 Nov 1998.

TASK X

14. Write a letter of condolence. Broad principles associated with letters of condolence are as follows:

- a. In the case of sailors, the Commanding Officer would normally send a personal letter of condolence to the next of kin; however, in the case of submarine sailors, action might be taken by COMAUSSUBFEG.
- b. The Command Personal Defences Organisation would follow this with a personal letter of condolence and a business letter, containing information laid down in current instructions regarding balance of pay, effects, allowances, death benefits, etc.

- c. In the case of officers, all official letters would be sent by the Department of Defence.

TASK Y

15. Write a demi-official letter to the Commanding Officer, 1st Infantry Battalion, Dieppe Barracks, Singapore (LTCOL E.J. Torrens, RNZIR) thanking him for the services of his military band (under Bandmaster T. Bone, RNZIR) at Smith's funeral.

SETTING FOR TASK Z

16. You are Lieutenant William Jones, an officer serving in the Directorate of Naval Legal Defences. It is Monday, 19 November 1998, and you have just read the casualty signal reporting Smith's death (as per Tasks X and Y). The signal does not mention, however, whether a Board of Inquiry will be held. You know that the Director of Naval Personal Defences (DNPS) is responsible for all aspects of matters dealing with casualties and often gets signals or other correspondence that you do not receive.

TASK Z

17. Draft a minute for DNLS' signature in the correct format, asking DNPS whether a Board of Inquiry is to be convened to investigate the accident. The present DNLS is Captain T.C. Silk, RAN.

CHECKING YOUR WORK

18. On completing each of the tasks W, X, Y and Z, carefully compare your efforts with the suggested solutions in annex D. Pay particular attention to any differences and check those queries that you cannot resolve from a revision of the reference material with your Syndicate Director.

A SUGGESTED SOLUTION TO TASK W - FORMAL LETTER

EXERCISE RESTRICTED

Australian Command and Staff College

18/6/402

CAPT G. Geraghty

Australian Command and Staff College

Australian Defence College

WESTON CREEK ACT 2600

Sir

BREACH OF SECURITY - INCORRECT HANDLING OF A CLASSIFIED FILE

1. I have the honour to report the circumstances in which I left a file classified SECRET unsecured in my syndicate room on 1 August 1998.
2. The file, which contained the official report on HMAS ONSLOW's sonar, was given to me in my syndicate room at 1730. At 1800 I left the room to look at the notice board, leaving the file on my desk. While away, I was reminded that I was due to keep an engagement with the Commanding Officer, HMAS PENGUIN at 1830. I entirely forgot the file and left the building immediately, without returning to the syndicate room.
3. This is the first time I have been involved in a breach of security. I assure you that I shall take great care to see that a similar incident does not occur again.

I have the honour to be

Sir

Your obedient Servant

P. PINGER

Lieutenant Commander, RAN

Student No 39/98 RAN Staff Course

Tel (02) 9960 0242

August 20xx

EXERCISE RESTRICTED

A SUGGESTED SOLUTION TO TASK X - LETTER OF CONDOLENCE

**ROYAL AUSTRALIAN NAVY
HMAS DARWIN**

DAR 354/89/09

Mrs M. Smith
23 Hope Lane
WHOOPI DOO NSW 2889

I write to offer my deepest sympathy, and that of the Ship's company, HMAS DARWIN on the sad death of your husband Frank. He was a most friendly, high-spirited and popular member of our Ship and we shall miss him very much.

The accident occurred just after 11 pm on Saturday 17 November in Singapore. Frank, with two of his messmates, hired a rickshaw to take them to Singapore harbour where they could get a boat back to the ship after an evening ashore. It seems that, whilst they were on their way back, Frank lost his balance and fell out of the open-sided rickshaw, hitting his head on the kerb. An ambulance was called at once and arrived within a few minutes, but sadly, on his arrival at hospital, Frank was found to have died from his injuries. It may be some slight consolation for you to know that the doctors have confirmed that Frank died almost immediately and suffered no pain.

A local inquest will be held and I shall let you know the outcome as soon as I can.

Frank's funeral will take place with full military honours at the Military Cemetery, Kranji, Singapore, at 3 pm on Wednesday 21 November. I shall of course attend, as well as large representation from the Ship's company; I shall lay wreaths on behalf of you and your family and also one from the Ship's company.

You will receive a letter within the next few weeks from the Defence Personnel Organisation about Frank's personal effects and the business matters which must follow such a sad event.

I know that there is little I can say at such a time which can be of much comfort to you but please do not hesitate to write to me if you feel I can be of help in any way. In the meantime, I know that the Command Chaplain, the Reverend T. Pink (telephone (02) 9379 1518) will be only too pleased to help you in any way he can.

I.M. SORRY
Commander, RAN
Commanding Officer

November 200X

A SUGGESTED SOLUTION TO TASK Y - DEMI-OFFICIAL LETTER



**ROYAL AUSTRALIAN NAVY
HMAS DARWIN**

88/12/15

Lieutenant Colonel E.J. Torrens, RNZIR
1st Battalion
Royal New Zealand Infantry Regiment
Dieppe Barracks
SINGAPORE

Thank you for providing your band at Able Seaman Smith's funeral on Wednesday. As always, their bearing and performance were first-rate; they made an impressive addition to an otherwise very sad occasion.

Could you please pass on my grateful appreciation to Bandmaster Bone and the bandmen.

I.M. SORRY
Commander, RAN
Commanding Officer

Tel 123456

November 200X

A SUGGESTED SOLUTION TO TASK Z

MINUTE

N 319/14/5

DNPS (D-3-13A)

DEATH OF ABCSO F. SMITH R57643

1. HMAS DARWIN's message RMG/QFY 180210Z NOV 98 does not mention a Board of Inquiry to investigate the accident.
2. It is requested that DNLS be informed whether a Board is to be convened.

T.C. SILK
CAPT, RAN
DNLS
D-1-24

Tel (02) 6265 2986

Nov 0X