

AUSTRALIAN DEFENCE COLLEGE

AUSTRALIAN COMMAND & STAFF COLLEGE



RAN STAFF ACQUAINT COURSE

EXERCISE FORETHOUGHT

EXERCISE FORETHOUGHT

Reference:

- A. ADFP 102 — *Defence Writing Standards*, Part 2, Chapter 8.

Introduction

1. Exercise FORETHOUGHT is the preparatory exercise for the RAN Staff Acquaint Course (RANSAC). The Exercise requires Course Members (CM) to prepare a short essay that will provide Phase One Directing Staff (DS) with an overview of their career experiences and aspirations, and with their expectations of RANSAC. The Exercise also allows individual CM to demonstrate their Defence writing skills.

Aim

2. The aim of Exercise FORETHOUGHT is to introduce course members to Directing Staff.

Objectives

3. Exercise FORETHOUGHT has been constructed to:
 - a. allow you to look critically at your career to date,
 - b. think about your Service career aspirations, and
 - c. outline how you expect that the RANSAC will assist you to fulfil those aspirations.

Conduct

4. You are to prepare a **Defence essay** entitled 'My Service Career: RANSAC and My Way Ahead'. The essay should look briefly at your career to date, then describe your career aspirations and how you expect your attendance at RANSAC will assist you in your career aspirations.

5. Start to practice time management now. You should spend no more than three hours on this Exercise. In that time, you will need to prepare a structure for the essay, write a draft, correct it and write the final product. The length is not to exceed 750 words. The essay is to be typed and submitted in hard copy and electronically to acsc_coord@defence.adc.edu.au with an info copy to tana.oreb@defence.gov.au.

6. **Presentation.** Your essay is to conform to the requirements of ADFP102-*Defence Writing Standards*, Part 2, Chapter 8, available on the website. The essay is to be written in the first person. Use the Defence Writing Reader for more general guidance on writing for Defence.

Assessment

7. Syndicate DS will review your written communication skills demonstrated in the essay so you are strongly encouraged not to solicit outside help for this exercise. You will not receive a grade, as this is **not** a formally assessed exercise.

8. You will be provided with written feedback at the commencement of the Course, which will demonstrate the style of assessment given at ACSC. The criteria that will be used for this exercise will be as follows:

- a. **Knowledge.** Knowledge refers to the writer's grasp of the subject matter. Have all the relevant factors been considered?
- b. **Critical Evaluation.** Critical Evaluation describes the extent that the writer has judged information used for relevance and validity and has related it to the topic.
- c. **Structure and Logic of Argument** describes the way in which the argument has been formulated. Has the issue been defined? Is the argument valid? Is there a good balance between descriptive information and persuasive use of that material to generate reasoned conclusions and recommendations.
- d. **Format and Expression.** Is the sentence construction simple and direct or convoluted? Does the submission conform to the format requirements of Defence writing. Is the level of prose appropriate to the material and the intended audience? Are the grammar and spelling correct?
- e. **Use of Sources.** How much research has the writer demonstrated? Have the sources been properly acknowledged?

9. The weighting of each assessment criterion for Exercise FORETHOUGHT will be:

Criterion	Weighting (%)
Knowledge	20
Critical Evaluation	25
Structure and Logic of Argument	25
Format and Expression	25
Use of Sources	5

The content of the essay, particularly your aspirations/goals for the future, may be included in course reports completed at the College.

Submission

10. Your essay is to be submitted in hard copy by mail to:

Ms Belinda Corujo
 ACSC Coord Cell
 Australian Defence College (Weston)
 Department of Defence
CANBERRA ACT 2600

11. Your essay should be posted to arrive at the College **no later than Monday 15 June 2009.**