



Air Force Handbook Afh 33-337 the Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011 (Paperback)

By United States Government Us Air Force

Createspace, United States, 2013. Paperback. Book Condition: New. 277 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.This printing of Air Force Handbook AFH 33-337 The Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011 includes the following information in one convenient consolidated document: PART I: COMMUNICATON BASICS Chapter 1: A Basic Philosophy of Communication Chapter 2: Seven Steps to Effective Communication: An Overview PART II: PREPARING TO WRITE AND SPEAK Chapter 3: Analyzing Purpose and Audience Chapter 4: Researching Your Topic Chapter 5: Supporting Your Ideas Chapter 6: Organizing and Outlining Your Thoughts PART III: WRITING WITH FOCUS Chapter 7: Writing Your Draft Chapter 8: Editing Your Draft Chapter 9: Fighting for Feedback and Getting Approval PART IV: FACE-TO-FACE: SPEAKING AND LISTENING Chapter 10: Air Force Speaking Chapter 11: Effective Listening Strategies PART V: WORKPLACE CHALLENGES Chapter 12: Electronic Communication Chapter 13: Meetings PART VI: AIR FORCE WRITING PRODUCTS AND TEMPLATES The Quill Personal Letter Official Memorandum In Turn Memo Indorsement Memo Short-Note Reply Memorandum for Record Trip Report Staff Study Report Talking Paper Bullet Background Paper Background Paper Position Paper Staff Summary Sheet Performance Report Awards and...

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