Military reports

Since a **military report** is the most frequent task during **English exams according to STANAG 6001** (from level 2 to level 4) you should be familiar with that form of writing. It is undoubtedly the most popular and the most useful form you will be exposed to in the military service. That is why it is "the must" during all military English exams, at a writing part of the exam.

Military reports — principles and rules

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.

English

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.

Military reports — example

FROM: CPT X

TO: MAJ Y

How To Write Military Report

Xiaolong Qi

How To Write Military Report:

Report Writing for Criminal Justice Professionals Larry S. Miller,John T. Whitehead,2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50 75% of their time writing up administrative and research reports Much of the legal process depends on the careful documentation that records crucial information And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well written accurate brief and complete report Report Writing for Criminal Justice Professionals provides practical advice on report writing with specific writing samples and guidelines The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court Important concepts are emphasized with related checklists forms and pull out chapter tests The material is organized into three sections The Nature of Report Writing The Mechanics of Report Writing and The Modernization of Report Writing NEW TO THIS EDITION Updated and revised with new material on forensics and scientific reports crime reporting common errors in forensic reports and automation of report writing Appendixes are thoroughly revised with new examples of reporting forms worksheets and reports including a sample forensic lab report and presentence investigation report Text complemented by numerous examples sample reports and tools Each chapter concludes with a sample test for the reader to self evaluate learning Appendices include model reports examples of agency instructions for completing report forms and selected readings   Annual Report on Army Schools Great Britain. War Office,1913   *Report of His Majesty's Commissioners Appointed to Inquire Into the Military Preparations and Other Matters Connected with the War in South Africa* ,1903   Military Correspondence, Reports and Orders Lucius Hudson Holt,1921   How to Write Letters and Reports Harrison Gray Platt,1943   Military English, Official Correspondence, Orders, Messages, and Reports for Use in Courses Allied to Instruction in Military Science and Tactics Percy Waldron Long,Frank Wilson Cheney Hersey,1918   *Journal of the Royal Army Medical Corps* Great Britain. Army. Royal Army Medical Corps,1910   **Annual Report of the Military Department, State of Oregon** Oregon. Military Dept,1889

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