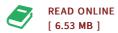




Air Force Handbook Afh 33-337 the Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011

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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...



Reviews

Great eBook and useful one. it was actually writtern really completely and useful. You are going to like the way the article writer publish this publication.

-- Prof. Ernestine Emard

Complete guide! Its this kind of very good read through. I really could comprehended almost everything out of this written e publication. Your lifestyle span is going to be transform the instant you complete looking over this book.

-- Reilly Keebler IV