



# Training Opportunity

<b>Course Title:</b>	<b><i>Basics of Army Writing</i></b>
<b>Date(s)/Time:</b>	February 16, 2005 / 8:00 A.M. – 4:00 P.M.
<b>Location:</b>	Special Operations Academic Facility, Ft Bragg, NC
<b>Tuition:</b>	USASOC employees are centrally funded & are given first consideration for attendance. Tuition for all others is \$48 each.
<b>Vendor:</b>	Ronald Cuny, Ed.D., Chaplain Corps, Commander, USN (Retired)
<b>Course Manager:</b>	Linda Burnette, Civilian Human Resources Agency, South Central Region, 256.842.6617 (DSN 788); FAX 256.876.3627 (DSN 746) <a href="mailto:linda.p.burnette@us.army.mil">mailto:linda.p.burnette@us.army.mil</a>
<b>Cancellation Policy</b>	Registrations &/or cancellations must be made directly with the course manager on or before <b>February 1, 2005</b> . Registering or canceling via a local automated training registration system does not satisfy this requirement.

## Who Should Attend:

Any civilian Army employee who has a need to know more about the military writing style covered in AR 25-50, grammar, punctuation & how documents are formatted.

## Course Description:

The workshop consists of three sections to increase your understanding on the importance of clearly written sentences to include:

- clarity, conciseness, coherence, & correctness (grammar) for written communications
- writing a sound paper that fulfills the Army standard
- formatting documents

**NOTE: This course is a prerequisite for the Advanced Army Writing Course, February 17, 2005.**

## Registration Information:

**Registration Deadline: February 1, 2005**

Follow your organization's procedures for securing approval to attend this program. Those outside the USASOC organization must submit a completed [payment authorization sheet](#) for the tuition amount to the course manager by the registration deadline.

## Additional Information:

- Individuals requiring special accommodations must notify the course manager at the time of registration.
- Participants are excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.
- Participants are required to complete a course roster & program evaluation at the class.