

US ARMY SERGEANTS MAJOR ACADEMY
Basic Leader Course

Lesson Plan for B103
Written Communication

1. SCOPE:

At the end of this 4-hour lesson, you will be able to apply writing and editing principles to develop fluency and accuracy in writing sentences, paragraphs, and short essays. You will practice writing military correspondence, NCO Evaluation Support form, and complete an expository/informative essay to develop your writing abilities and meet the standards for course-writing assignments.

2. LEARNING OBJECTIVES:

TLO: This lesson supports the BLC course TLO 400-BLC; Convey clear thoughts, tasks, and purpose to leadership and subordinates through multiple communication mediums.

ELO:

Action: Apply the components of the writing and editing process.

Condition: As a learner, attending the BLC, using a direct level leadership perspective in new environments, given references, practical exercises and classroom discussions.

Standard: The learner will write and edit a memorandum for record IAW Army standards outlined in AR 25-50 and the learner will become familiar with the NCO Evaluation Support form using both AR 623-3 and ADP 6-22. The learner will also create an expository/informative essay to support the information brief required later.

Learning Domain: Cognitive

Level of Learning: Applying

Characteristics of the Future Operational Environment:

Increased velocity and momentum of human interaction and events

Linking Warfighting Challenges to Required Capabilities:

Improve Soldier, Leader and Team Performance

3. ASSIGNED LEARNER REQUIREMENTS:

- a. **Read:** AR 25-50, Para 1-38 and 1-39 (2 minutes)
AR 623-3, Para 3-4 and para 3-5 (5 minutes)
- b. **Classroom Discussion:** Learners should be prepared to discuss the following in class:
 - (1) The Army Writing Standard
 - (2) Preparation of military correspondence

4. ASSESSMENT:

Refer to B100 advance sheet for information on all assessments.