

THE NCO LEADERSHIP CENTER of EXCELLENCE
Master Leader Course (MLC)

M404: English Writing Overview
Advance Sheet

1. SCOPE:

A major component of communications is the ability to compose and encode messages. Learners must always strive to enhance their ability to relay messages in the written form. The barriers to writing routinely include expressing thoughts using incomplete sentences, encoding messages with words that are wrong and using erroneous punctuation. Senior leaders are the subject of scrutiny and criticism for their inability to write. This lesson offers the learner a review of English writing rules and practice events, as well as identify other tools available to assist in writing and researching. At the end of this lesson, learners will be able to construct effective writing products for the course and in the operating environment. The facilitator will focus the lesson material to align with the requirements for the writing assignments in the Master Leader Course.

This lesson links with the following lessons: This lesson supports M423 NCO Common Core Competencies and M424 Contemporary Issues. This lesson is a continuation of the writing requirements from DLC IV.

2. LEARNING OBJECTIVES:

TLO: This lesson supports 400-MLC-0410, Generate professional communications to express tasks and purpose that accurately represent intent and support end state.

ELO: 400-MLC-0410.05

Action: Construct writing products that effectively communicate ideas, positions, research, and military correspondence.

Conditions: As a learner and senior leader attending face-to-face or virtual environments participating in dynamic, collaborative facilitated discussions, given references and multimedia resources.

Standard: Construction demonstrated:

1. Identifying the length of assignment,
2. Collaboration in the introduction by linking history, problem, position, solution;
3. Organization with headings and transitions in the individual section;
4. Evidence supporting discussion and points of view in the individual section;
5. Proper grammar;
6. Correctly spelled words;
7. APA guideline use;
8. Minimized use of directly quoted material and
9. Evidence of group collaboration in the conclusion.

Learning Domain: Cognitive

Level of Learning: Synthesis

This lesson supports the following NCO Common Core Competencies (NCO C3):

- a. Communications:
 - (1) Utilize both oral and written products to effectively communicate ideas, viewpoints, and military correspondence.

3. PREPARATION FOR CLASS:

a. Complete (10 Total Pages):

- Learner Handout, *Grammar* (10 pages). Found on Blackboard.

b. Study (11 Total Pages):

- Learner Handout, *Group Research Paper Additional Guidance* (2 pages). Found on Blackboard > M404 Learner Handouts
- Learner Handout, *How to Write and Format a White Paper* (4 pages). (Found in previous location)
- Learner Handout, *What is Plagiarism?* (2 pages). (Found in previous location)
- White Paper Rubric (3 pages). Found on Blackboard > Writing Assignments & Briefs

c. Read (7 Total Pages):

- AR 25-50, *Preparing and Managing Correspondence*, October 2020, Ch. 1, p. 7, para 1-38 (1 page). Found at <https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx>
- *Evaluating Sources for Credibility* (3:14 minutes). Found at <https://www.youtube.com/watch?v=PLTOVoHbH5c>
- *Literary Devices: Definition and Examples of Literary Terms "Assertion"* (4 pages printed). Found at <https://literarydevices.net/assertion/>

d. Review (3 Total Pages):

- Reflective Essay Rubric feedback, (3 pages). Found on Blackboard > M404 Learner Handouts

e. Scan (2 Total Pages):

- Learner Handout, *Excerpt from Hannibal*, 2 pages. (Found in previous location)

f. Be prepared to discuss the following in class:

- Why How does the Army writing style apply to the white paper? AR 25-50 para 1-38 thru 1-39 and *How to Write and Format a White Paper*.
- What is the purpose of a rubric? White Paper Rubric and Reflective Essay Rubric.

4. HOMEWORK ASSIGNMENT(S) AFTER CLASS:

a. Complete (12 Total Pages):

- Go to <https://owl.purdue.edu> for general writing resources.
- Go to <https://grammarbook.com> for general writing resources.
- Go to TRADOC HQ Library, <https://tradochq.libguides.com/library> for credible sources.
- Go to Army University Library, <https://auls.insignails.com/Library/Home> for credible sources.
- Go to Othon O. Valent Learning Resource Center, <https://www.ncolcoe.army.mil/Directorates/Policy-and-Governance/Learning-Resources-Center/> for credible sources.
- Go to Army Publishing Directorate, <https://armypubs.army.mil/> for credible sources.
- Go to Combined Arms Center, <https://usacac.army.mil/> for credible sources.
- Go to <https://www.ebsco.com/> for credible sources. Do not use Internet Explorer.
- Go to <https://www.proquest.com/index> for credible sources. Do not use Internet Explorer.
- Go to <https://scholar.google.com/> for credible sources.
- Go to Defense Visual Information Distribution Service, www.dvidshub.net for usable images.

- Go to Wikimedia Commons, https://commons.wikimedia.org/wiki/Main_Page for usable images.

b. Other: Milestones for the white paper.

- Assertion development
- Outline
- Rough Draft
- Draft
- Final
- Brief

c. *Optional:* If you need further help with English writing and grammar.

- Access quizzes from <https://grammarbook.com>
- Access quizzes from https://owl.purdue.edu/owl/general_writing/index.html

5. ASSESSMENT PLAN: Refer to ISAP.