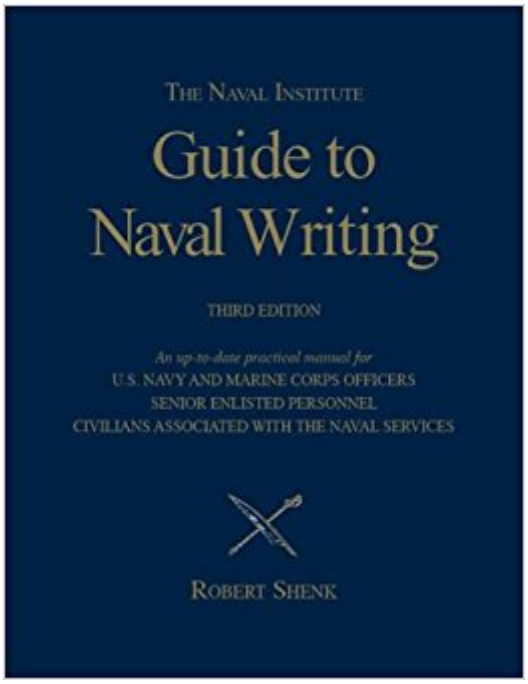
Ebook Directory
the best source of ebook

The book was found

The Naval Institute Guide To Naval Writing, 3rd Edition (Blue And Gold)



PDF
Adobe
DOWNLOAD EBOOK

Synopsis

Written by a naval officer who taught English at two service academies, this is the third edition of the premier guide to professional writing for the naval services. The book is widely used by officers, enlisted men and women and civilians in both the Navy and Marine Corps. Shenk provides sound, practical advice on all common naval writing assignments. This third edition adds a new chapter on writing emails and updates the whole book to take account of the way naval writing is done in today's computer age.

Book Information

Series: Blue and Gold

Paperback: 384 pages

Publisher: Naval Institute Press; 3rd edition (June 15, 2011)

Language: English

ISBN-10: 1591148227

ISBN-13: 978-1591148227

Product Dimensions: 10.8 x 8.4 x 0.9 inches

Shipping Weight: 2.1 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 24 customer reviews

Best Sellers Rank: #435,401 in Books (See Top 100 in Books) #53 inÃ Â Books > Reference > Encyclopedias & Subject Guides > Military #239 inÃ Â Books > Textbooks > Social Sciences > Military Sciences #351 inÃ Â Books > Textbooks > Reference > Encyclopedias

Customer Reviews

Robert Shenk, a widely published professor of English at the University of New Orleans, is a retired captain in the U.S. Naval Reserve. He lives in Mandeville, LA.

The Guide to Naval Writing is geared toward the Navy and the Navy's formats for writing different documents. However, if your job requires you to produce and deliver letters, memos, instructions, speeches, briefs, technical studies, and articles for various media then this book might be useful for you as well. As a career Navy Officer, I have used this book more times than I can count.In the interest of full disclosure, many of the examples are real documents regarding real people (with the names changed for privacy) and this reviewer knows at least two of those individuals personally.This book can be read end-to-end or used as needed to aid in individual projects. The book is organized into twelve chapters each, except for the introduction, addressing a unique writing

requirement. Those are: Letters, Memos, and Directives; Staff Writing; Naval Messages; Performance Evaluations; Awards and Commendations; Speaking and Briefing; Technical Reports, Executive Summaries, and Abstracts; JAG Manual Investigations; Writing for the News Media; The Professional Article; and a handbook for style and format in naval writing.Each of these is superb. However, the material is becoming somewhat dated, especially the evaluations section. There have been numerous changes since the "new" evaluation system came out in 1996. One should use that section with caution. It would be great if the author or the Naval Institute came out with a new edition of this book to reflect some of the incremental changes to naval correspondence.If you are not in the Navy, this is still a useful book. The handbook chapter is useful as well as the tips on point papers, briefings, trip reports, and writing for the press that would be applicable for almost any other job that involves writing. It is easy to imagine one using this book to get an idea of how to frame and format a topic for any of the above mentioned requirements.This book is a must read for those in the Navy. If you have a son or daughter who is going to be commissioned soon, this book should be on their bookshelf.

There is a whole lot of information packed into this book, more info than I need to be honest. Its very organized and easy to follow. The effort put into this reference book is obvious and seems to be kept up to date. If you have to do a lot of naval writing or are new to naval writing this book will be helpful, but it may be more than some people need. If you’re only writing evals and normal correspondence you might look for a cheaper option.

This is an excellent, must have resource for every Navy and Marine Corps officer. It details how to communicate in accurate and professional ways. It leaves no type of written communication to chance. It shows how to write memos, directives, fitreps, instructions, messages and journal articles effectively and correctly. It includes style guides. Especially, this is a very helpful resource when composing evals and fitreps. Junior personnel deserve well informed raters who communicate persuasively and accurately. I highly recommend this book and strongly encourage my peers to purchase it.

Every leader should own this, makes writing and phrasing what you really want to say that much easier.

I’ve seen this book around for years and have used it many times but never had my own copy. I

finally broke down and bought it for my book shelf. I can't add much to what's already been said except to say that this book has everything --grammar, instruction, and examples --and addresses about every situation a Navy writer is likely to encounter. And it's so professionally laid out it looks like it was published by the Navy. Five stars from me.

Recommended by some very admirable persons. Glanced through their copy and definitely made me say 'yes'.....unlike some other navy writing books.

Excellent administrative resource for young and salty Naval Officers. Awards, correspondence and general admin topics are covered. This book provides guidance to the areas where the Naval Correspondence Manual fails.

Great reference book.

Download to continue reading...

The Naval Institute Guide to Naval Writing, 3rd Edition (Blue and Gold) American National Standard for Safe Use of Lasers: ANSI Z136.1-2000 (ANSI (Laser Institute of America)) (ANSI (Laser Institute of America)) (ANSI (Laser Institute of America)) Naval Shiphandler's Guide (Blue and Gold) The Naval War of 1812 (Complete Edition): Causes & Declaration of the War, Maritime Forces of Great Britain and the U.S., Naval Weapons and Technologies, ... on the Ocean and the Great Lakes) Stack Silver, Buy Gold, For Beginners: How And Why To Invest In Physical Precious Metals And, Protect Your Wealth, When The, Money Bubble Pops (Silver, ... Silver, Gold Fever, Gold Wars, FED Book 1) Gold! Gold! How and Where to Prospect for Gold (Prospecting and Treasure Hunting) Naval Institute Guide to the Ships and Aircraft of the U.S. Fleet, 18th Edition Elgar Gold - The Essential Collection: The Gold Series (Gold Essential Collections) The World Encyclopedia of Aircraft Carriers and Naval Aircraft: An Illustrated History Of Aircraft Carriers And The Naval Aircraft That Launch From ... Wartime And Modern Identification Photographs Naval Operations of the Campaign in Norway, April-June 1940 (Naval Staff Histories) United States Naval History: A Bibliography (Naval History Bibliographies) Dexter, James; Wilkins, Robert; Gold, Philip's Respiratory Disease: A Case Study Approach to Patient Care 3rd (third) edition by Dexter, James; Wilkins, Robert; Gold, Philip published by F.A. Davis Company [Paperback] (2006) Texas Seashells: A Field Guide (Harte Research Institute for Gulf of Mexico Studies Series, Sponsored by the Harte Research Institute for Gulf of Mexico Studies, Texas A&M University-Corpus Christi) Force Recon Command: A Special Marine Unit in Vietnam, 1969-1970 (Naval Institute Special

Warfare Series) Writing Mastery: How to Master the Art of Writing & Write 3,000 Words Per Day - Overcoming Writer's Block (Make Money Online, Copywriting, Erotica Writing, ... Writing Mastery, How to Write a Book) Color Atlas and Synopsis of Clinical Ophthalmology -- Wills Eye Institute -- Glaucoma (Wills Eye Institute Atlas Series) Color Atlas and Synopsis of Clinical Ophthalmology -- Wills Eye Institute -- Retina (Wills Eye Institute Atlas Series) Color Atlas and Synopsis of Clinical Ophthalmology -- Wills Eye Institute -- Neuro-Ophthalmology (Wills Eye Institute Atlas Series) Kelley Blue Book Consumer Guide Used Car Edition: Consumer Edition July - Sept 2017 (Kelley Blue Book Used Car Guide Consumer Edition) Blue & Gray at Sea: Naval Memoirs of the Civil War

Contact Us

DMCA

Privacy

FAQ & Help