



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C.

REPLY TO  
ATTN OF: Your Supervisor

SUBJECT: Writing and Speaking

TO: A New Lieutenant

As an officer, you will be required to encourage others to work in concert with you to attain your unit objectives. Two of your basic tools in achieving these objectives are your writing and speaking abilities.

Your writing must be clear, concise, and complete. Your speech must be sincere, truthful, forceful if necessary, and factual. Speaking and writing are skills which must be practiced because, no matter how well you write or speak now, there is always room for improvement. Therefore, I recommend that you take every opportunity to write and speak. Participate in your local Toastmasters organization and join your base speakers bureau. Enter essay writing contests and write professionally concerning your specialty and your job.

If you have an idea, don't keep it to yourself. Write about it and talk about it with everyone you know in your community of interest. By so doing, you may provide the missing link for another person with similar ideas who lacks the one point which you have thoroughly evaluated and understand. The exchange of information and ideas among professionals is a positive force for the benefit of everyone. You should be a part of the process.

Constantly strive to improve your speaking and writing abilities. Your success as an officer and leader depend upon them.

A handwritten signature in black ink that reads "Paul G. Patton". The signature is written in a cursive, flowing style.

Paul G. Patton, Colonel, USAF  
AN OLD LIEUTENANT