



# Air Force Handbook AFH 33-337 The Tongue and Quill 27 May 2015

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This printing of Air Force Handbook AFH 33-337 The Tongue and Quill 27 May 2015 includes the following parts and chapters: PART I: COMMUNICATON BASICS Chapter 1: A Basic Philosophy of Communication Chapter 2: Seven Steps to Effective Communication: An Overview PART II: PREPARING TO WRITE AND SPEAK Chapter 3: Step 1: Analyze Purpose and Audience Chapter 4: Step 2: Research Your Topic Chapter 5: Step 3: Support Your Ideas Chapter 6: Step 4: Organize and Outline PART III: WRITING WITH FOCUS Chapter 7: Step 5: Draft Chapter 8: Step 6: Edit Chapter 9: Step 7: Fight for Feedback and Get Approval PART IV: FACE-TO-FACE COMMUNICATION Chapter 10: Air Force Speaking Chapter 11: Effective Listening Strategies PART V: WORKPLACE CHALLENGES Chapter 12: Electronic Communication and Social Media Chapter 13: Meetings PART VI: Document Standards Chapter 14: The Official Memorandum Chapter 15: The Personal Letter Chapter 16: Air Force "Papers" Chapter 17: The Staff Study Chapter 18: The Staff Package Chapter 19: Writing Better Bullet Statements Chapter 20: The Official Biography Chapter 21: The Résumé Chapter 22: Envelopes and Mail Chapter 23: Air Force Publications and Forms Part VII: Writing Mechanics Chapter 24: Writing Terminology Chapter 25: Punctuation Chapter 26: Abbreviations Chapter 27: Capitalization Chapter 28: Numbers

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