EFFECTIVE WRITTEN COMMUNICATION
Compiled by Greta H. Andrusyszyn
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The U.S. Army War College Library compiled this bibliography to provide selected sources of information for Effective Communication. It will also be helpful to those writing their NSPS objectives or self-assessments. The items listed are available in the USAWC Library or on the Internet as of April 2008.

Books

Hahn, Pamela Rice. *The Everything Writing Well Book: Master the Written Word and Communicate Clearly.* Avon, MA: Adams Media, 2003. 305pp. (PE1408 .H34 2003)

Lauchman, Richard. *Plain Style: Techniques for Simple, Concise, Emphatic Business Writing.* New York: AMACOM, 1993. 120pp. (HF5718.3 .L38 1993)

Ryan, Kevin. *Write Up the Corporate Ladder.* New York: AMACOM, 2003. 247pp. (HF5718.3 .R91 2003)

Documents

"Recording Your Accomplishments and Writing Self Assessments under NSPS." http://www.schweinfurt.army.mil/sites/NSPS/NSPS%20EMPL%20SELF%20ASSESSMENT_Sep07.pdf

"National Security Personnel System Writing Effective Self Assessments Fact Sheet," October 2006. http://www.cpms.osd.mil/nsps/docs/SelfAssessmentFactSheet.pdf

U.S. Department of the Army. "Writing Your NSPS Mock Pay Pool & Interim Review Self-Assessments," 20 April 2007. www.cpol.army.mil/library/general/nsps/docdir/Self%20Assessments%2020%20Apr%202007.ppt

U.S. Department of the Army. "Helpful Hints for Writing Interim and Mock Self Assessments," 23 April 2007. http://cpol.army.mil/library/general/nsps/docdir/Interim%20Review%2023%20Apr.doc

Washington Headquarters Services, Human Resources Directorate. "Writing Job Objectives under NSPS." http://www.whs.mil/HRD/NSPS/documents/writingjobobjectives.pdf

Websites

"Air Force Personnel Center National Security Personnel System."
http://ask.afpc.randolph.af.mil/nsps/

"U.S. Army Civilian Personnel Online: National Security Personnel System Web Page."
http://cpol.army.mil/library/general/nsps/

Online Course

"iSuccess course." A course developed by the NSPS Program Executive Office to assist employees with writing effective job objectives and self-assessments.
http://www.cpms.osd.mil/nsps/iSuccess/