

RULES AND CONVENTIONS OF SERVICE WRITING



INTRODUCTION

The basic rules and conventions used in SW to aid the clear presentation of facts and discs.

Additional conventions are used in corres, staff papers and Op writing.



<u>AIM</u>

To enhance the knowledge of SOs on the rules and conventions of SW.



SEQUENCE

- Layout.
- Superscription.
- Text.
- Subscription.
- Conclusion.



LAYOUT

- Service docs consist of three parts:
 - Superscription Everything above the salutation.
 - Text The facts, arguments or problems.
 - Subscription Everything below the text.



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Document A is **SECRET** and contains 20 pages

Annex A is **RESTRICTED** and contains 10 pages

Annex B is **SECRET** and contains 4 pages

The total No of pages in Doc A is 34

Enclosures are treated as separate docs

Document B is SECRET and contains 15 pages

Attached 15 pages as an encl

The total No of pages in Doc B is 15

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DSCSC/25/1/ORG

The Manager Rathnapala (Pvt) Ltd No. 25 Bans Road COLOMBO

05 February 2014

Dear Sir

OFFICERS' MESS ENTERTAINMENT

- Thank you for your letter S/PW/450 dated 20 January 2014 and it is hereby confirmed that your quotation of Rs. 25,000.00 for the visit of the 'Mega Band' to Officers' Mess of Defence Services Command and Staff College on 23 March 2014 has been accepted.
- You are kindly informed that the band should play from 9 pm on 23 March to 2.30 am on 24 March 2014 with a two hours rest in between. Refreshment and meals will be provided for all members of the band during the period of their performance.
- The Bank of Ceylon cheque bearing serial No. 02687802 amounting to Rs. 25,000.00 being the settlement is forwarded herewith. Please acknowledge receipt.
- 4. Your kind assistance in this regard is highly appreciated.

Yours faithfully

AVN SILVA

Brigadier
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- The salutation starts at the lt tab and is not followed by a comma.
- The ranks should not be abbreviated.
- Two clear lines from addressees and heading.

Army War College BUTTALA

May 2025

Dear Sir

RECOMMENDATIONS FOR JUNIOR STAFF COURSE



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HEADINGS

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- The fol types of headings are used in a text of a paper:

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2	Main heading	Block Capital		Center	by	No
3	Group heading	Block Capital	Bold Underlined		punctuation	140
4	Paragraph heading	First Letter		Left Align	Followed by	Vo a
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- If there is more than one ref, it will be numbered by alphabetically, and if not, it will not be numbered.
- If the ref is not sent to all addressees, the abbn "not to all" (NOTAL) is used.
- If the ref is enclosed for convenience, it is annotated as "Enclosed".



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References:

- A. AHQ ltr G/Trg/23(41) dated 23 Jan 14 (NOTAL).
- B. HQ Armed Bde ltr G/Ops/1 dated 25 Jan 14 (Enclosed).
- C. Tele con between BM and GSO 3 (Ops) on 29 Jan 14.
- D. AFHQ/C 123/1/DOPS dated 30 Jan 14 (Copied to D Ops only).
- E. C of N Letter No NAHA 123 dated 18 Feb 14.
- F. Conversation between Comd SFHQ(J), Comd 51 Div and D Ops on
- 28 Feb 14.
- G. This HQ ltr G/Ops/1 dated 30 Mar 14.
- H. My even no ltr dated 01 Apr 14.

References:

- A. Your HQ dated 02 Apr 14.
- B. Armd Bde msg G/Trg/2 DTG 230900 Jan 14.
- C. Chart No 815 Approaches to Trincomalee.
- D. Map ABMP Sri Lanka Batticaloa. Sheet 45, Edition 1, 1:50,000.
- E. Maps ABMP Sri Lanka, Sheets 46, 47, 48, 55 and 56, Edition 1, 1:50,000.

Note:

- 1. ABMP (Agriculture Based Mapping Project).
- 2. If there is more than one map of the same scale and same ctry only the No to be maintained.

PARAGRAPH NUMBERS

- Paragraphs are numbered in Arabic numerals or lettered alphabetically followed by a full stop.
- Single paragraph is not numbered.
- A para can never have a single sub-para.
- The letter of condolence should never be numbered.



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ANNEXES

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Annex: Task Distribution for Junior Staff Course

Annexes:

A. Analysis of Casualties.

B. Supplementary Laboratory Information (to fol).

ANNEX TO

HQ 53 INF DIV/G/MISC/23 (40)

DATED MAY 25

ANNEX A TO

HQ 53 INF DIV/G/MISC/23 (40)

DATED MAY 25



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In a single page doc Single page docs are not page numbered.

In a doc with chapters 1-1.

Page 2 of Annex A.

A-2

Page 3 of Appendix 1 to Annex B.

B1-3



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In a doc of 9 pages
1 of 9 then 2 of 9 ...and 9 of 9.

In a single page doc1 of 1.

In a doc with chapters 1-1 of 9.

In Annex A of one page A-1 of 1.

In Appendix 2 (3 pages) to Annex B: B2-1 of 3 then B2-2 of 3, B2-3 of 3.



CONCLUSION



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