



1 ①

2

3

4

DEPARTMENT OF THE NAVY ②  
NAME OF ACTIVITY  
ADDRESS  
CITY, STATE ZIP + 4

1 %

2

SSIC  
Code/Serial  
Date

} ③

1 %

2

From:\*\*Title of activity head, name of activity, location when needed ④

To: \*\*\*\*\*Title of activity, name of activity, location when needed (Code)

Via: \*\*\*\*\* (1)\*Title of activity head, name of activity, location when needed (Code) } ⑤

\*\*\*\*\* (2)\*Pattern of (1) repeated for next endorser

1 %

1

Subj:\*\*NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED ⑥

1

2

Ref:\*\* (a)\*Communication or document that gears directly on the subject at hand } ⑦

1 %

2

Encl:\*\* (1)\*Title of material enclosed with letter } ⑧

\*\*\*\*\* (2)\*Title of material separately (sep cover)

← 1" →

1 %

2

1.\*\*This example shows the first page of a two page standard letter. We have used many of the elements that might appear on a standard letter. Mention reference (a) and enclosures (1) and (2) in the text. ⑨

1 %

2

2.\*\*Start the "From:" line on the second line below the date line. The date may be typed or stamped.

1 %

2

3.\*\*Arrange paragraphs as shown in figure 2-7 on page 56.

1 %

2

\*\*\*\*a.\*\*Don't start a paragraph at the bottom of the page unless you can carry at least two lines over to the next page.

1 %

2

\*\*\*\*b.\*\*Don't number the first page; number only second and later pages.

1 %

2

\*\*\*\*c.\*\*Other full-page examples in this chapter and later ones show the spacing to use for correspondence that variously omits "Via;" "Ref;" and "End;" lines.

**Note:**

- AN ASTERISK (\*) INDICATES A SINGLE BLANK SPACE.
- % A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

↑ ⑩  
Minimum  
of 1"  
↓

# Naval Correspondence Quick Reference Guide

**F Rizvi**



## Naval Correspondence Quick Reference Guide:

**The Naval Institute Guide to Naval Writing, 4th Edition** Christopher E Crane, Estate of Robert E Shenk, 2024-06-01  
With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies 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 across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide

**Navy Counselors Handbook** Howard S. Lowry, 1985      **Single Subject Training Manual II (administration and Management) of Navy Counselor 1 & C Training Course** ,1981      *Newly Commissioned Naval Officer's Guide* Samantha Ann O'Neil, 2025-01-14 Fully revised this third edition of Newly Commissioned Naval Officer's Guide continues to be an essential resource for those making the pivotal transition from midshipmen and officer candidates to newly commissioned naval officers from all service communities Chapters address the principles of basic leadership naval policy service etiquette and personal and professional administration With new insights from those who have recently made this transition this book serves as a gateway to the many digital and print assets available to newly commissioned officers It underscores continued preparation repetition action leadership accountability and focus on the job at hand as lifelong career fundamentals A brief history of the U S Navy is included as well as sample communications and helpful hints making this volume an important source of advice and information for young leaders who by their service make a difference in the U S Navy the nation and the world      All Hands ,1967      **Naval Engineers Journal** ,1988      **Medical News Letter** United States. Navy, 1954      *Oratory Made Easy. A Guide to the Composition of Speeches ...* Charles Hartley, 1870      **Guide to U.S. Government Publications** ,2008-08 This comprehensive yet concise annual annotated reference source catalogs the important series periodicals and reference tools published by U S government agencies Over the years the index section of the Guide to U S Government Publications has expanded to more than 40 000 entries Agencies and titles are indexed followed by a keyword title index for quick and easy referencing No other single resource provides historical and current information on U S government publications in one place      **Yeoman 3 & 2** United States. Bureau of Naval Personnel, 1970      Naval Training Bulletin ,1955      **Railway Age** ,1886      N.I.G.P. Letter Service National Institute of Governmental Purchasing (U.S.), 1957      **The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces** ,1884      Army and Navy Register ,1943      **Army and Navy Journal** ,1940      **History in Africa** ,1986      Sales Management ,1946      The National Union Catalog, Pre-1956 Imprints ,1968      **International Marine Engineering** ,1920

## Embracing the Melody of Phrase: An Psychological Symphony within **Naval Correspondence Quick Reference Guide**

In some sort of taken by monitors and the ceaseless chatter of fast transmission, the melodic splendor and psychological symphony produced by the prepared word usually disappear in to the background, eclipsed by the persistent sound and interruptions that permeate our lives. Nevertheless, situated within the pages of **Naval Correspondence Quick Reference Guide** a marvelous fictional value filled with fresh feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, this charming masterpiece conducts visitors on an emotional journey, well unraveling the hidden melodies and profound affect resonating within each carefully crafted phrase. Within the depths of this poignant examination, we shall explore the book is key harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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