

# Afh 33 337 Tongue And Quill



Office of the Secretary

DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

AFH33-337\_AFGM1.2

8 NOVEMBER 2012

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: SAF/CIO A6

SUBJECT: Air Force Guidance Memorandum to AFH 33-337, *The Tongue and Quill*, 1 August 2004

By Order of the Secretary of Air Force, this Air Force Guidance Memorandum immediately replaces pages 143-149 of Chapter 12, Electronic Communication, AFH 33-337. Additional guidance on electronic mail is provided and new sections on instant messaging and social media have been added. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AF1 33-360, *Publications and Forms Management*.

Attachment 1 to this Guidance Memorandum contains the pages to AFH33-337 that have been replaced.

The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or a rewrite of AFH 33-337, whichever is earlier.

WILLIAM T. LORD, Lt Gen, USAF  
Chief of Warfighting Integration and  
Chief Information Officer

## Understanding AFH 33-337: The Tongue and Quill

**AFH 33-337 Tongue and Quill** is an essential guide published by the United States Air Force, providing comprehensive instruction on military writing. This guide serves as a valuable resource for all Air Force personnel, helping them to communicate effectively and adhere to the standards of military documentation. Proper communication is critical in the military, where clarity and precision can mean the difference between success and failure in operations.

# What is AFH 33-337?

AFH 33-337, known as the "Tongue and Quill," is a reference manual designed to enhance the writing skills of Air Force members. The guide emphasizes the importance of clear and concise communication and provides specific guidelines on various forms of military writing. It encompasses everything from memorandums and reports to emails and briefings.

## Purpose of the Tongue and Quill

The primary purpose of AFH 33-337 is to ensure that all written communication within the Air Force is standardized, professional, and effective. The guide aims to:

1. Enhance Communication: To improve the clarity and effectiveness of military communication.
2. Standardize Formats: To provide templates and formats for various types of documents.
3. Guide Writing Techniques: To teach best practices for writing, including grammar, style, and structure.
4. Facilitate Information Sharing: To ensure that information is conveyed accurately and efficiently across different levels of command.

## Key Sections of AFH 33-337

AFH 33-337 is divided into several key sections, each focusing on different aspects of military writing. Understanding these sections is crucial for any Air Force member looking to improve their writing skills.

### 1. General Writing Principles

The guide begins with foundational principles of writing that apply to all forms of communication. Important points include:

- Clarity: Use simple and direct language to ensure that the message is easily understood.
- Conciseness: Avoid unnecessary words and jargon to keep documents brief and to the point.
- Correctness: Pay attention to grammar, punctuation, and spelling to maintain professionalism.
- Consistency: Adhere to a uniform style throughout documents to enhance readability.

## **2. Writing Formats**

AFH 33-337 provides numerous templates for various types of documents, including:

- Memorandums: Guidelines on structure, content, and formatting.
- Reports: Instructions on writing reports that are clear and comprehensive.
- Emails: Best practices for professional email communication, including etiquette and structure.

Each format section includes examples to illustrate proper usage, helping Air Force personnel to visualize what an ideal document looks like.

## **3. Specific Writing Tips**

In addition to format guidelines, AFH 33-337 offers specific writing tips to enhance the quality of communication. Some notable tips include:

- Active Voice: Prefer active voice over passive voice to create more engaging and direct writing.
- Avoiding Ambiguity: Use precise language to minimize misunderstandings.
- Audience Awareness: Tailor the writing style and content based on the intended audience, whether they are superiors, peers, or subordinates.

## **4. Common Errors to Avoid**

AFH 33-337 also highlights common writing errors that can undermine the effectiveness of communication. Some of these include:

- Run-on Sentences: Avoid overly complex sentences that can confuse readers.
- Misplaced Modifiers: Ensure that descriptive words are placed correctly to avoid ambiguity.
- Overuse of Abbreviations: While abbreviations can save space, overusing them can lead to confusion, especially for those unfamiliar with specific terms.

## **Importance of AFH 33-337 in the Air Force**

The significance of AFH 33-337 cannot be overstated. It serves not only as a guide for writing but also as a tool for fostering professionalism and unity within the Air Force. Here are some reasons why it holds such importance:

# 1. Enhancing Mission Effectiveness

Effective communication is critical in military operations. Well-written documents can help ensure that orders and information are clearly understood, which can significantly impact mission success. By adhering to the guidelines set forth in AFH 33-337, Air Force members can contribute to a more efficient and effective force.

# 2. Promoting Professionalism

The use of standardized writing practices promotes a culture of professionalism within the Air Force. When personnel communicate effectively, it reflects positively on their training and commitment to their roles. This professionalism can enhance the reputation of the Air Force as a whole.

# 3. Supporting Career Advancement

Strong writing skills can be a key differentiator in career advancement for Air Force personnel. Those who can communicate effectively are often seen as better leaders and are more likely to be entrusted with critical responsibilities. Mastery of the principles outlined in AFH 33-337 can therefore have a direct impact on career progression.

## Tips for Implementing AFH 33-337 in Daily Writing

For Air Force personnel looking to implement the guidelines from AFH 33-337 into their daily writing practice, here are some practical tips:

1. **Review the Guide Regularly:** Familiarize yourself with the content of AFH 33-337 and refer to it often to reinforce your writing skills.
2. **Practice Writing:** Regularly practice different types of writing, such as memos and reports, to build confidence and competence.
3. **Seek Feedback:** Share your writing with peers or supervisors and ask for constructive feedback to identify areas for improvement.
4. **Participate in Workshops:** Engage in writing workshops or training sessions offered by your unit to enhance your skills further.

# Conclusion

AFH 33-337, the "Tongue and Quill," is an invaluable resource for all members of the United States Air Force. By understanding and applying the principles outlined in this guide, Air Force personnel can enhance their writing skills, improve communication effectiveness, and contribute to the overall success of their missions. Whether drafting a simple memo or a complex report, the guidelines provided in AFH 33-337 serve as a foundation for excellence in military writing. Embracing these standards will not only bolster individual performance but also strengthen the fabric of the Air Force as a whole.

## Frequently Asked Questions

### **What is AFH 33-337 Tongue and Quill?**

AFH 33-337 Tongue and Quill is a publication that provides guidance on Air Force writing, including proper formats and styles for effective communication within the Air Force.

### **Why is proper writing important in the Air Force?**

Proper writing is essential in the Air Force for clear communication, maintaining professionalism, and ensuring that documents are understood by all personnel involved.

### **What are the key components of AFH 33-337?**

Key components of AFH 33-337 include guidelines on format, structure, grammar, punctuation, and the use of military writing conventions.

### **Who is the target audience for AFH 33-337?**

The target audience for AFH 33-337 includes all Air Force personnel, especially those involved in writing official documents, reports, and correspondence.

### **How does AFH 33-337 differ from other military writing guides?**

AFH 33-337 is specifically tailored to the needs and standards of the Air Force, focusing on unique formats and terminologies used within the service.

### **Can AFH 33-337 be used for writing civilian documents?**

While AFH 33-337 is focused on military writing, some principles can be adapted for civilian documents, but it is recommended to refer to specific civilian guidelines for best practices.

## What are some common mistakes to avoid when using AFH 33-337?

Common mistakes include neglecting to follow formatting guidelines, using jargon excessively, and failing to proofread for grammatical errors.

## Is AFH 33-337 available online?

Yes, AFH 33-337 is available online through the official Air Force website and can be accessed by all personnel for reference and training.

## How often is AFH 33-337 updated?

AFH 33-337 is periodically updated to reflect changes in writing standards and practices within the Air Force, ensuring it remains relevant and effective.

Find other PDF article:

<https://soc.up.edu.ph/45-file/Book?docid=Abj18-4900&title=ordered-pairs-worksheet.pdf>

## [Afh 33 337 Tongue And Quill](#)

### **MSN | Personalized News, Top Headlines, Live Updates and more**

Your personalized and curated collection of the best in trusted news, weather, sports, money, travel, entertainment, gaming, and video content

**MSN**

MSN

### **Get to know MSN | Microsoft MSN**

Stay informed and entertained with MSN, delivering the news and stories that matter to you on Microsoft Edge, PC, Mac, mobile app, and MSN.com.

### **Top Stories - MSN**

View and follow news for your favourite topics on MSN.

### *MSN - Wikipedia*

The original MSN Mobile software was preloaded on many cell phones and PDAs, and usually provided access to legacy MSN services like blogs (MSN Spaces), email (Hotmail), instant ...

**MSN**

Get the latest sports news, scores, and updates on MSN Sports.

### **Download the MSN Mobile app | MSN - microsoft.com**

Your tailored feed, with you on the go With MSN, you'll stay informed, productive and entertained.

Follow your favorite magazine. Track your local weather and favorite stocks. And get to know ...

### **Welcome to the MSN home page - Microsoft Support**

The new MSN website brings you the best in online information and is uniquely yours.

#### *MSN on the App Store*

Microsoft Start is now MSN, same great experience and personalized content feed.

#### *MSN | Personalized News, Top Headlines, Live Updates and more*

Stay informed with Canadian and global news, sports, entertainment, finance, weather, travel, health, and lifestyle updates on MSN.

### **Definición de Hijo » Qué es, Significado y Concepto**

Los hijos son la continuación de los genes de los padres, y también aportan nuevos elementos a la familia. La relación entre los hijos y sus padres también se caracteriza por el respeto mutuo.

### **Hijo - Qué es, definición y concepto**

Los hijos pueden ser biológicos o adoptivos. Los padres biológicos son aquellos que engendran a su hijo a través de una relación sexual o con asistencia de alguna técnica de fertilización ...

#### *RAE - ASALE - hijo, hija | Diccionario de la lengua española*

1. m. y f. Persona o animal respecto de sus padres. 2. m. y f. Persona respecto del país, provincia o pueblo de que es natural. 3. m. y f. Persona que ha tomado el hábito religioso, con relación ...

### **Hijo - Wikipedia, la enciclopedia libre**

Los hijos pueden ser biológicos o fruto de la adopción. Si hay más de un hijo en la misma familia, se denominan hermanos entre ellos. 1 En algunas poblaciones, es la máxima distinción ...

#### *Qué es un Hijo y su Significado - elquien.com*

La relación entre padres e hijos es fundamental en el desarrollo emocional de una persona, ya que sienta las bases para la autoestima, la seguridad emocional, la capacidad de establecer ...

#### *Definición de Hijo: Que es, 5 Ejemplos, Tipos y Para que Sirve ...*

Este término no solo hace referencia a la relación biológica entre padres e hijos, sino que también abarca dimensiones emocionales, culturales y legales que influyen en la identidad y el papel ...

### **Definición de hijo: significado y su impacto en la familia**

El hijo biológico representa la conexión genética entre padres e hijos. Esta relación se basa en la herencia genética, lo cual influye en aspectos físicos y conductuales.

### **Concepto de hijo - Definición en DeConceptos.com**

No hay hijos sin padres ni padres sin hijos, aún cuando no estén vivos. Si una persona carece de padre o madre o de ambos, porque fallecieron, es un huérfano.

### **Definición de Hijo - Significado.com**

Entonces, el concepto de hijo se encuentra estrechamente vinculado al de padres, es decir, sin padres no habría hijos y viceversa. Mientras tanto a aquella persona que no tiene padres ...

### **Hijo - significado de hijo diccionario - TheFreeDictionary.com**

1. ser humano o animal respecto de sus padres El matrimonio tiene cuatro hijos. el que no ha sido engendrado por ninguno de los padres, sino incluido en la familia legalmente Sebastián ...

Discover the essentials of AFH 33 337 Tongue and Quill in our comprehensive guide. Learn more about effective communication in the military today!

[Back to Home](#)