

CLEAR COMMUNICATION

Clear communication is a multi-faceted, nuanced and teachable practice essential for successful officers and leaders of character. Officers must effectively convey information through communication acts, which may include staff correspondence, operational orders, strategic documents and civilian and military stakeholder briefings. Clear communication signifies the professional competence and knowledge expected in a leader while engendering the trust of others. At USAFA, cadets are commonly taught and assessed on written and oral forms of communication. Written communication ranges from short, less formal communication acts on digital media to lengthy, scholarly works. Oral communication ranges from talking to small groups to large public audiences and includes visual aids, vocal dynamics and body language. USAFA develops cadets' communication skills, experience, and confidence in four areas. First, clear communication begins by analyzing the communication situation, where planning takes place prior to the communicative act. Second, content is developed in a compelling way appropriate with the context. Third, content delivery is enhanced through inclusion of professional conventions. Fourth, revision and clarification ensures the communication act meets the communication objectives. USAFA strives to develop cadets who will successfully employ clear communication skills throughout their Air Force and Space Force careers.

USAFA GRADUATES WILL BE ABLE TO:

Analyze the Communication Situation

Proficiency 1: Demonstrate an understanding of the rhetorical context for a communication task.

Proficiency 2: Define the means, method, and format required to effectively complete a communication task.

Build Content/Tell Compelling Stories

Proficiency 3: Articulate a compelling, authoritative, and precisely stated central message that is responsive to the communication situation.

Proficiency 4: Exhibit skillful and ethical use of credible, relevant sources to develop ideas that are appropriate for the discipline and communication mode.

Employ Professional Conventions for Language, Syntax, and Mechanics

Proficiency 5: Apply contextually and disciplinary appropriate stylistic conventions and terminology.

Proficiency 6: Incorporate effective delivery techniques to make a compelling communicative act.

Engage in Revision and Clarification Processes

Proficiency 7: Participate in feedback processes in ways that lead to improved communication