

# ALQ Writing Guide

## COMPETENCY-BASED ASSESSMENT: THE AIRMAN LEADERSHIP QUALITIES

**DEFINED AS:** any tool that is used to measure the observable behaviors that successful performers demonstrate while working on any given job. These behaviors are the result of various abilities, knowledge, motivations, traits, and skills that an Airmen may possess.

**DESIRED BECAUSE:** it allows us to more deliberately develop our Airmen by offering feedback on both their achievements and behaviors. Results are important to document, but discussing only Airmen's accomplishments ignores their behavioral skills and growth. Future success is just as dependent upon the skills and behaviors Airmen have and are working toward as their past outcomes achieved.

**WORKS BY:** deliberately using the ALQs to provide feedback.

### **RATERS SHOULD:**

- Familiarize themselves with the ALQs and how they relate to their ratees ahead of time.
- Co-create a personalized development plan with subordinates prior to evaluation.
- Document Airmen's skills, behaviors, and actions throughout the rating period.

**LOOKS LIKE:** raters measuring Airmen's performance using a whole person concept relative to the ratee's specific rank, AFSC, level of responsibility, and assigned duties throughout the entire rating period.

### ► **REMEMBER THAT** ◀

**Competencies** are what you know and can do; **Performance** is what you do and how well you do it; **Evaluations** demonstrate performance in alignment with Air Force values.

**EXECUTING THE MISSION:** Effectively uses knowledge initiative, and adaptability to produce timely, high quality, quantity results to positively impact the mission.

**JOB PROFICIENCY:** Demonstrates knowledge and professional skill in assigned duties, achieving positive results and impact in support of the mission.

**ADAPTABILITY:** Adjusts to changing conditions, to include plans, information, processes, requirements and obstacles in accomplishing the mission.

**INITIATIVE:** Assesses and takes independent or directed action to complete a task or mission that influences the mission or organization.

**LEADING PEOPLE:** Fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.

**INCLUSION & TEAMWORK:** Collaborates effectively with others to achieve an inclusive climate in pursuit of a common goal or to complete a task or mission.

**EMOTIONAL INTELLIGENCE:** Exercises self-awareness, manages their own emotions effectively; demonstrates an understanding of others' emotions, and appropriately manages relationships.

**COMMUNICATION:** Articulates information in a clear and timely manner, both verbally and non-verbally, through active listening and messaging tailored to the appropriate audience.

**MANAGING RESOURCES:** Manages assigned resources effectively and takes responsibility for actions, behaviors to maximize organizational performance.

**STEWARDSHIP:** Demonstrates responsible management of assigned resources, which may include time, equipment, people, funds and/or facilities.

**ACCOUNTABILITY:** Takes responsibility for the actions and behaviors of self and/or team; demonstrates reliability and transparency.

**IMPROVING THE UNIT:** Demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution.

**DECISION MAKING:** Makes well-informed, effective and timely decisions under one's control that weigh constraints, risks, and benefits.

**INNOVATION:** Thinks creatively about different ways to solve problems, implements improvements and demonstrates calculated risk-taking.

## # ALQ Writing Guide: Mastering the Art of Concise and Compelling Communication

Are you ready to elevate your writing to a new level of clarity and impact? In today's fast-paced digital world, concise and compelling communication is crucial. This ALQ writing guide will equip you with the strategies and techniques to craft effective messages that resonate with your audience and achieve your goals. Whether you're crafting marketing copy, technical documentation, or creative writing, this guide provides practical advice and actionable steps to improve your writing skills. We'll explore the principles of ALQ (although ALQ itself isn't a formally established acronym, we'll use it to represent concise, accurate, and engaging writing) and show you how to apply them to various writing contexts.

# Understanding the Principles of ALQ Writing

The core principles of ALQ writing focus on three key elements: Accuracy, Length, and Quality.

## Accuracy: Ensuring Clarity and Truthfulness

Accuracy forms the bedrock of effective communication. It means presenting information that is factual, verifiable, and free from ambiguity. Before writing, conduct thorough research to ensure you have the correct facts and figures. Use precise language, avoiding jargon or overly technical terms unless your audience is well-versed in the subject matter. Fact-check your work meticulously, and always strive for objectivity.

#### Avoiding Common Accuracy Pitfalls:

Overgeneralization: Avoid making sweeping statements without sufficient evidence.

Bias: Ensure your writing is impartial and doesn't reflect personal opinions or prejudices.

Inaccuracies: Always double-check dates, figures, and names.

## Length: The Power of Brevity

In today's digital age, brevity is king. Readers have short attention spans, and lengthy, rambling text is often ignored. ALQ writing prioritizes concise language and avoids unnecessary words or sentences. Focus on conveying your message efficiently and directly, without sacrificing clarity or depth.

#### Techniques for Achieving Brevity:

Use strong verbs: Avoid weak verbs like "is" or "was" and opt for more active and precise verbs.

Eliminate redundant phrases: Identify and remove unnecessary words or phrases that don't add value to your message.

Use shorter sentences: Break up long, complex sentences into shorter, more digestible units.

## Quality: Engaging and Resonant Content

While brevity is important, it shouldn't come at the expense of quality. ALQ writing strives for compelling and engaging content that resonates with the reader. This involves choosing the right words, structuring your text effectively, and employing techniques that enhance readability.

#### Elevating the Quality of Your Writing:

Strong opening: Begin with a hook that grabs the reader's attention.

Clear structure: Organize your content logically with clear headings, subheadings, and transitions.  
Engaging style: Use varied sentence structures and incorporate storytelling techniques to keep the reader engaged.  
Proofreading: Thoroughly proofread your work to eliminate errors in grammar, spelling, and punctuation.

## **Applying ALQ Principles to Different Writing Styles**

The principles of ALQ writing can be applied across various writing styles and genres. Whether you're creating marketing materials, technical documentation, or even fictional stories, the focus on accuracy, brevity, and quality remains constant.

### **ALQ in Marketing Copy: Crafting Compelling Calls to Action**

Marketing copy requires concise and persuasive language that encourages the reader to take action. Focus on highlighting the benefits of your product or service and use strong calls to action (CTAs).

### **ALQ in Technical Writing: Ensuring Clarity and Precision**

Technical writing demands accuracy and clarity above all else. Use precise language, define technical terms, and ensure your instructions are easy to follow.

### **ALQ in Creative Writing: Balancing Conciseness with Emotional Impact**

While creative writing allows for more flexibility, the principles of ALQ can still enhance the impact of your work. Concise language can heighten the emotional impact of your story, while accurate descriptions bring your characters and setting to life.

## **Conclusion**

Mastering the art of ALQ writing – accuracy, length, and quality – is a valuable skill that can enhance your communication in all aspects of your life. By focusing on these key principles, you can

craft compelling and effective messages that resonate with your audience and achieve your desired outcomes. Remember that practice makes perfect, so keep writing and refining your skills.

## Frequently Asked Questions (FAQs)

Q1: What does ALQ stand for in this context?

A1: While ALQ isn't a formally established acronym, we use it in this guide to represent Accurate, Length (concise), and Quality writing.

Q2: How can I improve the accuracy of my writing?

A2: Conduct thorough research, fact-check your information meticulously, and use precise language, avoiding jargon where possible.

Q3: How can I make my writing more concise?

A3: Use strong verbs, eliminate redundant phrases, and break up long sentences into shorter, more digestible units.

Q4: How can I ensure my writing is engaging?

A4: Start with a strong opening, organize your content logically, use varied sentence structures, and proofread carefully for errors.

Q5: Is ALQ writing suitable for all types of writing?

A5: Yes, the principles of ALQ writing – accuracy, brevity, and quality – can be applied to various writing styles, from marketing copy to technical documentation and creative writing. The specific application may vary, but the core principles remain consistent.

**alq writing guide:** ABCS United States. Department of the Army, 1978

**alq writing guide: The Praetorian STARShip : the untold story of the Combat Talon ,** 2001 Jerry Thigpen's study on the history of the Combat Talon is the first effort to tell the story of this wonderfully capable machine. This weapons system has performed virtually every imaginable tactical event in the spectrum of conflict and by any measure is the most versatile C-130 derivative ever produced. First modified and sent to Southeast Asia (SEA) in 1966 to replace theater unconventional warfare (UW) assets that were limited in both lift capability and speed the Talon I quickly adapted to theater UW tasking including infiltration and resupply and psychological warfare operations into North Vietnam. After spending four years in SEA and maturing into a highly respected UW weapons system the Joint Chief of Staff (JCS) chose the Combat Talon to lead the night low-level raid on the North Vietnamese prison camp at Son Tay. Despite the outcome of the operation the Talon I cemented its reputation as the weapons system of choice for long-range clandestine operations. In the period following the Vietnam War United States Air Force (USAF) special operations gradually lost its political and financial support which was graphically demonstrated in the failed Desert One mission into Iran. Thanks to congressional supporters like

Earl Hutto of Florida and Dan Daniel of Virginia funds for aircraft upgrades and military construction projects materialized to meet the ever-increasing threat to our nation. Under the leadership of such committed hard-driven officers as Brenci Uttaro Ferkes Meller and Thigpen the crew force became the most disciplined in our Air Force. It was capable of penetrating hostile airspace at night in a low-level mountainous environment covertly to execute any number of unconventional warfare missions.

**alq writing guide:** *Techniques of Financial Analysis* Erich A. Helfert, 1997 This text emphasizes the financial concepts and tools that are essential for understanding fundamental business decisions taking the stance that business can be viewed as dynamic, integrated system of funds flows which are activated by management decision. The subjects are related to the business systems concept, with creation of shareholder value seen as the ultimate goal of investment, operating and financial decisions. The illustrative examples given are based on a single company in the early chapters, so that the results of the analytical techniques build into a complete picture. This edition places emphasis on modern topics like shareholder value creation, leasing versus owning, cash flow analysis and economic trade-offs.

**alq writing guide:** The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services: Coast Guard, Marine Corps, Navy, Dept. of Defense American Council on Education, 1980

**alq writing guide:** **Sweet Invention** Michael Krondl, 2011 A social, cultural, and--above all--culinary history of dessert, Sweet Invention explores the world's great dessert traditions, from ancient India to 21st-century Indiana. Each chapter begins with author Michael Krondl tasting and analyzing an icon of dessert, such as baklava from the Middle East or macarons from France, and then combines extensive scholarship with a lively writing style to spin an ancient tale of some of the world's favorite treats and their creators. From the sweet makers of Persia who gave us the first donuts to the sugar sculptors of Renaissance Italy whose creativity gave rise to the modern-day wedding cake, this authoritative read clears up numerous misconceptions about the origins of various desserts, while elucidating their social, political, religious--and even sexual--uses through the ages.

**alq writing guide:** **The 1984 Guide to the Evaluation of Educational Experiences in the Armed Services** , 1984

**alq writing guide:** *Monthly Catalogue, United States Public Documents* , 1991-11

**alq writing guide:** *A Guide to the Evaluation of Educational Experiences in the Armed Services* American Council on Education, 1988

**alq writing guide:** *Monthly Catalog of United States Government Publications* , 1989

**alq writing guide:** **Scientific and Technical Aerospace Reports** , 1979 Lists citations with abstracts for aerospace related reports obtained from world wide sources and announces documents that have recently been entered into the NASA Scientific and Technical Information Database.

**alq writing guide:** **MCAT Biology Review** , 2010 The Princeton Review's MCAT® Biology Review contains in-depth coverage of the challenging biology topics on this important test. --

**alq writing guide:** **The Handbook of Scholarly Writing and Publishing** Tonette S. Rocco, Timothy Gary Hatcher, 2011-03-22 Focusing on writing for publication, The Handbook of Scholarly Writing and Publishing discusses the components of a manuscript, types of manuscripts, and the submission process. It shows how to craft scholarly papers and other writing suitable for submission to academic journals. The handbook covers how to develop writing skills by offering guidance on becoming an excellent manuscript reviewer and outlining what makes a good review, and includes advice on follow-through with editors, rejection, and rewrites and re-submittals.

**alq writing guide:** **A-10s Over Kosovo** Phil M. Haun, Christopher E. Haave, Air University Press, 2011 First published in 2003. The NATO-led Operation Allied Force was fought in 1999 to stop Serb atrocities against ethnic Albanians in Kosovo. This war, as noted by the distinguished military historian John Keegan, marked a real turning point . . . and proved that a war can be won by airpower alone. Colonels Haave and Haun have organized firsthand accounts of some of the people who provided that airpower--the members of the 40th Expeditionary Operations Group. Their

descriptions-a new wingman's first combat sortie, a support officer's view of a fighter squadron relocation during combat, and a Sandy's leadership in finding and rescuing a downed F-117 pilot-provide the reader with a legitimate insight into an air war at the tactical level and the airpower that helped convince the Serbian president, Slobodan Milosevic, to capitulate.

**alq writing guide: Lloyd's Register OneOcean's Guide to Port Entry 1995-96**

**Latvia-Zaire** Lloyd's Register Foundation, 1995-01-01 First published in 1971, these Guides provide invaluable information on thousands of commercial ports and terminals across the globe. They are compiled and published annually by LR OneOcean, whose years of global maritime experience allows them to provide expert and innovative solutions that enhance efficiency, sustainability, and overall industry success. The Guides cover a significant geographical breadth, and the most recent volume includes information on over 12,500 ports, harbours and terminals worldwide. These are fully indexed and contain detailed port plans and mooring diagrams.

**alq writing guide: The Resource Teacher** J. Lee Wiederholt, Donald D. Hammill, Virginia Brown, 1983

**alq writing guide: Commerce Business Daily** , 1998-10

**alq writing guide: Advanced Accounting** Debra C. Jeter, Paul K. Chaney, 2019-01-30

Advanced Accounting delivers an in-depth, comprehensive introduction to advanced accounting theory and application, using actual business examples and relevant news stories to demonstrate how core principles translate into real-world business scenarios. Clearly defined and logically organized Learning Objectives aid in student comprehension, while highlighted Related Concepts illustrate how individual concepts fit into the larger picture. Short answer questions throughout the chapter allow students to test their knowledge before reaching the more in-depth end-of-chapter questions, promoting a deeper understanding of both technical and conceptual aspects of the field. Written by active accounting researchers, this text brings clarity and flexibility to the central ideas underlying business combinations, consolidated financial statements, foreign currency transactions, partnerships, non-profit accounting and more. This new Seventh Edition has been updated to reflect the latest changes to FASB and GASB standards, allowing students to build a skill set based on up-to-date practices. With a student-oriented pedagogy designed to enhance comprehension, promote engagement, and build real-world understanding, this user-friendly book provides an essential foundation in current advanced accounting methods and standards.

**alq writing guide: *Marianne in the Market*** Lisa Tiersten, 2001-09-20 This text traces the transformation of consumerism in 19th-century France and the effects it had on the image of women.

**alq writing guide: Guide to the Evaluation of Educational Experiences in the Armed Services** American Council on Education, 1984

**alq writing guide: The 1982 Guide to the Evaluation of Educational Experiences in the Armed Services** , 1982

**alq writing guide: *Guide to the Evaluation of Educational Experiences in the Armed Services, 1954-1989*** American Council on Education, 199?

**alq writing guide: Literary Market Place** , 2000 Literary Market Place 2001 is the ultimate insider's guide to the U.S. book publishing industry, covering every conceivable aspect of the business. In two, easy-to-use volumes, it provides: -- 50 sections organizing everyone and everything in the business -- from publishers, agents, and ad agencies to associations, distributors, and events -- Over 14,500 listings in all -- featuring names, addresses, and numbers ... key personnel ... activities, specialties, and other relevant data ... e-mail addresses and Web sites ... and more -- Some 24,000 decision-makers throughout the industry, listed in a separate Personnel Yellow Pages section in each volume -- Thousands of services and suppliers equipped to meet every publishing need or requirement -- More than 400 new entries to this edition plus thousands of updated listings throughout. LMP 2001 leaves no stone unturned in connecting you with the publishing firm, service, or product you or your patrons need. It's completely revised and updated to help: -- Publishers locate other publishers, free-lancers, agents, printers, wholesalers, manufacturers, and more -- Suppliers

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**alq writing guide: *The Future of Air Power in the Aftermath of the Gulf War*** Robert L. Pfaltzgraff, Richard H. Shultz, 1992 This collection of essays reflects the proceedings of a 1991 conference on The United States Air Force: Aerospace Challenges and Missions in the 1990s, sponsored by the USAF and Tufts University. The 20 contributors comment on the pivotal role of airpower in the war with Iraq and address issues and choices facing the USAF, such as the factors that are reshaping strategies and missions, the future role and structure of airpower as an element of US power projection, and the aerospace industry's views on what the Air Force of the future will set as its acquisition priorities and strategies. The authors agree that aerospace forces will be an essential and formidable tool in US security policies into the next century. The contributors include academics, high-level military leaders, government officials, journalists, and top executives from aerospace and defense contractors.

**alq writing guide: *The Theory and Practice of Ship-building*** Andrew Murray, Augustin Francis Bullock Creuze, 1861

**alq writing guide: *Cassell & the Publishers Association Directory of Publishing* , 1985**

**alq writing guide: *The Athenaeum* , 1843**

**alq writing guide: *True North*** Bill George, 2010-06-10 True North shows how anyone who follows their internal compass can become an authentic leader. This leadership tour de force is based on research and first-person interviews with 125 of today's top leaders—with some surprising results. In this important book, acclaimed former Medtronic CEO Bill George and coauthor Peter Sims share the wisdom of these outstanding leaders and describe how you can develop as an authentic leader. True North presents a concrete and comprehensive program for leadership success and shows how to create your own Personal Leadership Development Plan centered on five key areas: Knowing your authentic self Defining your values and leadership principles Understanding your motivations Building your support team Staying grounded by integrating all aspects of your life True North offers an opportunity for anyone to transform their leadership path and become the authentic leader they were born to be. Personal, original, and illuminating stories from Warren Bennis, Sir Adrian Cadbury, George Shultz (former U.S. secretary of state), Charles Schwab, John Whitehead (Co chairman, Goldman Sachs), Anne Mulcahy (CEO, Xerox), Howard Schultz (CEO, Starbucks), Dan Vasella (CEO, Novartis), John Brennan (Chairman, Vanguard), Carol Tome (CFO, Home Depot), Donna Dubinsky (CEO/cofounder, Palm), Alan Horn (President, Warner Brothers), Ann Moore (CEO, Time, Inc.) and many others illustrate the transitions that shape the type of leaders who will thrive in the 21st century. Bill George (Cambridge, MA) has spent over 30 years in executive leadership positions at Litton, Honeywell, and Medtronic. As CEO of Medtronic, he built the company into the world's leading medical technology company as its market capitalization increased from \$1.1 billion to \$60 billion. Since 2004, he has been a professor at the Harvard Business School. His 2004 book *Authentic Leadership* (0-7879-7528-1) was a BusinessWeek bestseller. Peter Sims (San Francisco, CA) established "Leadership Perspectives," a course on leadership development at the Stanford Graduate School of Business and cofounded the London office of Summit Partners, a leading investment firm. Their Web site is [www.truenorthleaders.com](http://www.truenorthleaders.com).

**alq writing guide: *Canadian Almanac & Directory* , 1948**

**alq writing guide: Resource Guide to Special Education** William E. Davis, 1986

**alq writing guide: Canadian Almanac and Directory** Laura Mars-Proietti, 2007-11 Canada's Best-selling National Sourcebook since 1847 The Canadian Almanac & Directory contains ten directories in one - giving you all the facts and figures you will ever need about Canada. No other single source provides users with the quality and depth of up-to-date information for all types of research.

**alq writing guide: Cassell & the Publishers Association Directory of Publishing in Great Britain, the Commonwealth, Ireland, Pakistan & South Africa** , 1979

**alq writing guide: The Encyclopaedia Britannica, Or Dictionary of Arts, Sciences, and General Literature** , 1860

**alq writing guide: Government Reports Announcements & Index** , 1992-04

**alq writing guide: The General Evening Post** , 1761

**alq writing guide: Historical Geography of Kashmir** S. Maqbul Ahmad, Raja Bano, 1984

**alq writing guide: Travel Agency Guide to Business Travel** Jeanie M. Thompson-Smith, 1988

**alq writing guide: The Secret History of the Handbag** Meredith Etherington-Smith, 2014 From the earliest practical containers to the star handbags of today, this book is a comprehensive gallimaufry of the handbag through the ages.

**alq writing guide: Multimedia and Videodisc Compendium** , 1996

#### *ALQ Writing Guide - Air Force Hub*

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#### *Transition to Performance Statements - AF*

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#### **WINGS ALQ GUIDE 1 - totalforcehub.com**

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#### *usaf-officer-performance-brief/guidance/2023-alq-writing-guide*

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#### *AFI36-2406*

It provides guidance and procedures for implementing the United States Air Force (USAF) Officer and Enlisted Evaluations Systems. It also describes how to prepare, submit, and manage forms.

### **Airmen Leadership Qualities - OPR Replacement Guidance ...**

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