Policy advice MASTERCLASS



Paper 6

Keep it short and sharp

Read what Churchill had to say. Take his advice.

<u>SECRET</u> .	
W.P.(G)(40) 211.	COPY NO. 5
9TH AUGUST. 1940.	
WAR CABINET.	_
BREVITY.	
Memorandum by the Prime	Minister.
To do our work, we all have a solution to be spent in points.	we to read a mass of papers. ng. This wastes time, looking for the essential
I ask my colleagues and t that their Reports are shorter.	heir staffs to see to it
 (i) The aim should be Rep the main points in paragraphs. 	ports which set out a series of short, crisp
(ii) If a Report relies or of some complicated these should be set	n detailed analysis 1 factors, or on statistics, 5 out in an Appendix.
(iii) Often the occasion is not a full-dress Re consisting of headi expanded orally if	eport, but an <u>Aide-memoire</u> ings only, which can be
possibility of car Most of these wooll can be left out alt single word. Let	f such phrases as these: ortance to bear in mind iderations", or ald be given to the rrying into effect". y phrases are mere padding, wh together, or replaced by a us not shrink from using re phrase, even if it is
Reports drawn up on the 1 rough as compared with the flat But the saving in time will be g setting out the real points cond clearer thinking.	lines I propose may at first a surface of officialese jargor great, while the discipline of bisely will prove an aid to
	W.S.C.
10, Downing Street.	



This paper was written by Winston Churchill, August 1940! For further information, please contact anyone from our policy advice team: John Ballingall at john.ballingall@nzier.org.nz Cathy Scott at cathy.scott@nzier.org.nz John Yeabsley at john.yeabsley@nzier.org.nz Todd Krieble at todd.krieble@nzier.org.nz NZIER | (04) 472 1880 | <u>econ@nzier.org.nz</u>

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