

Message Brevity

Message Brevity is the art of:

**Reducing Word Count while:
Maintaining Clarity
Removing Ambiguity**

Message Brevity

It is of primary importance that the intent of the originator is conveyed to the receiver!

Message Brevity

Every effective message needs the same elements as a well written news article, often referred to as the FIVE “Ws” or the FIVE “WHs”:

Who

What

When

Where

Why (and maybe How)

Message Brevity

The Order is not always the same.

Some elements may be implicit and need not be included.

Some elements may become questions.

Message Brevity

**In ordinary speech we use a lot of superfluous words.
In EMCOMM we should only use necessary words.**

Are those modifiers really necessary?

Have I included redundant information?

Am I being unnecessarily polite?

Message Brevity

You must NEVER alter the wording of someone else's message without their permission.

**Instead, offer to rewrite it for communication.
Explain what you intend to do.**

If possible, have them approve, and sign, the final version.

Message Brevity

Try this message:

Tactical One this is Mobile Six. I am at Sixth and O'Neil. There are electrical and telephone wires down in the intersection. The electrical wires are arcing and appear to be live and dangerous. There are no people in the area currently except for us. Please advise us as to what you want to do. Mobile Six over to you.

Word Count 60

Message Brevity

First pass clean up:

Tactical One ~~this is~~ Mobile Six. ~~I am~~ at Sixth and O'Neil. ~~There are~~ electrical and telephone wires down in the intersection. ~~The electrical wires are arcing and appear to be live and dangerous.~~ There are no other people in the area ~~currently except for us.~~ Please advise ~~us as to what you want to do.~~ Mobile Six over ~~to you.~~

Word Count 29 (27/25).

Message Brevity

Before you PTT or prepare record traffic, Ask Yourself:

Does this message meet the “Ws”?

Is it free of unnecessary words?

Is it clear?

Is it free of redundancy?

Does it convey the originator’s intent?

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Now, your turn to clean this up:

Dispatch this is Red One. We are on El Camino Real approaching Imbert and Smithers Gun Shop. There is a large crowd forming in the street in front of the store. They appear to have baseball bats, crowbars, and hammers. It looks like they are up to no good. There is no electricity here in this part of San Carlos. No first responders are in sight. Please advise what you would like us to do. Red One over.

Message Brevity

Your turn to compose a clean message:

While on windshield survey after an earthquake you come upon an over turned tank truck which appears to have hit a pickup truck at the railroad underpass at Ralston and Old County Road in Belmont. The pickup truck cab is partially crushed by the tank truck trailer. An unidentified fluid is leaking from the top of the trailer. You can not see the trailer warning placards. You can not see either driver but the tanker driver side door is against the ground and the other door is in the closed position.

Message Brevity

END

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