

Four-Level Format: Title, Headings, Sub-Headings and Paragraphs

Figure 12 shows how I can take the same text and develop it into a four-level organization chart. To do this, I've taken each paragraph and broken it into parts (for cycling in this case, but hockey and basketball have the same breakdowns as well).

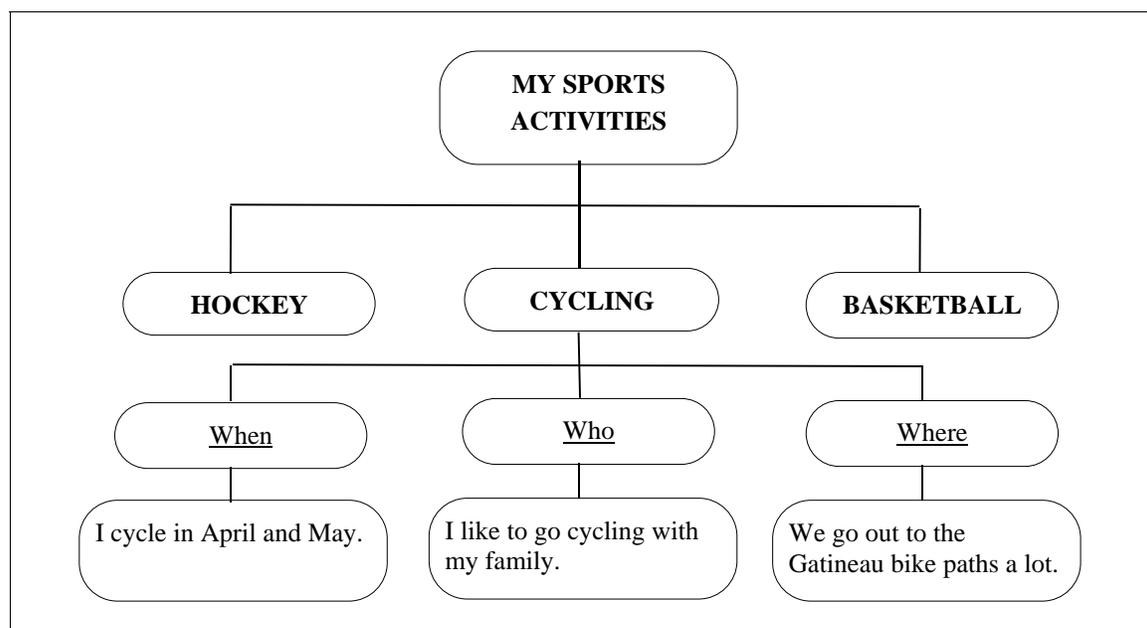


Figure 12

Figure 3 on the next page shows how this translates into a format as a briefing note. To add the fourth level of the format, I've added underlined headings in each section. (Only the first page is shown. Page 2, which goes on to talk about basketball, is omitted.)

OVERFORMATTING

Are you thinking that I've gone overboard with formatting for a 60-word message? If so, you're right. There is such a thing as overformatting, and that last example certainly reached that point. I used it only to illustrate how to create a more complex format. Its value will become apparent in a few pages.

Attachment 1.

BRIEFING NOTE FOR THE MINISTER

My Sports Activities

Format Level 1

Format Level 2

Format Level 3

Format Level 4

HOCKEY

When

From January to March, I play hockey.

Who

I play in a community league.

Where

We play at the neighborhood arena.

CYCLING

When

I like to cycle in April and May.

Who

I go cycling with my family.

Where

We go out to the Gatineau bike paths a lot.

[The second page of the briefing note — dealing with basketball and giving the contact data — is not shown here.]

Figure 13