

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Reading Improvement

SUBJECT: Weekly Activities Report No. 12
13 March - 19 March 1957

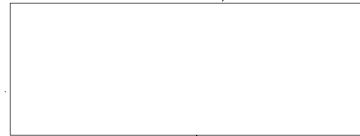
DATE: 19 March 1957

I am attending a part-time Writing Workshop conducted by General Services Administration this week. The workshop's goal is to clarify the principles of "Plain Letters". It will be helpful in the readability study we are now working on.

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is teaching the current Reading Improvement classes.

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