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Communication and administrative writing
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Administrative Writing

Introduction:

Every administrative document requires, above all, sufficient knowledge of the language in which it is drafted. Therefore, it is subject to the prevailing language conditions regarding the clarity of expression, logical coordination of evidence, and precise style. However, administrative writing has its uniqueness, both in terms of form and content. As a result, administrative documents are subject to the following editorial techniques:

File Analysis:

When dealing with a case, the first thing to do is to carefully read all the documents related to the issue. A thorough understanding of the expressions used in these documents is essential. Afterward, a second reading with a pencil in hand is conducted, highlighting paragraphs or essential sections of the text that are relevant to the presented issue.

Organizing Ideas:

The editor should retain only the essential ideas, leaving out marginal ones. The true purpose of the document, the recipient's personality, and elements of particular interest should not be forgotten.

Outline:

The outline is the structure of the document to be drafted, reflecting the ideas accurately. While there is no standardized administrative document outline, it usually includes an introduction, explanation, and conclusion.

a. Introduction:

Its purpose is to define the problem, explaining precisely the subject of the memorandum, letter, or report. The introduction should be concise, mentioning the main points that will be addressed in the explanation.

b. Explanation:

This is the main part of the drafted document, consisting of sections corresponding to the important points requiring clarification. The evidence should be logically arranged so that each section progresses towards the conclusion. Each issue discussed in the explanation should be exhausted within its designated section and not reiterated elsewhere.

c. Conclusion:

It is crucial, serving as the logical end of the editor's work. Depending on the document type, the conclusion usually includes a question, such as a request for information from an administrative authority, or issuing a decision that logically follows the preceding explanation. The conclusion may also justify affirmations mentioned in the introduction when necessary.

It is important to note that the conclusion should not contain any new arguments or explanations.

The Physical Presentation of Administrative Documents :

Administrative documents share common elements in terms of physical presentation:

a. Address (or Heading):

It indicates the administration or department issuing the relevant document, often composed of four parts:

- The name of the ministry or the province etc.
- The name of the directorate or department
- The name or number of the office issuing the document and handling the relevant case
- The registration number e.g.:

Ministry of Higher Education and Scientific Research

University of M'sila

Faculty of Economics

Management Department

number: ...

b. Date:

Date is essential element in administrative documents, usually found at the top of the document along with the state emblem. In the Algerian context, it typically includes the phrase "The People's Democratic Republic of Algeria."

c. Sender and Recipient Information:

Placed in the middle of the document and below the date.

d. Subject:

Briefly mentions the subject and is located either under the address or in the middle of the document and below the recipient's information.

e. Reference:

Located below the subject, the reference indicates previous documents to which one may refer (letters, publications, or other documents).

f. Attached Documents:

If documents are attached to the administrative letter, it is useful to indicate their number either under the reference or list their titles below the document.

g. Signature:

The signature is a personal and continuous mark made by an individual to confirm the authenticity of a written document. The initials (paraph) are often used for brief signatures, typically found at the bottom of contract pages.

From a legal perspective, the signature is a fundamental element of administrative documents. It is a requirement for the validity of administrative contracts, and an unsigned administrative contract is legally void. The signature must be issued by the competent authority, meaning the authority granted the power by law.

If the legal holder of authority signs personally (such as the president, minister, or governor), it is sufficient for them to add their name under their title. However, most administrative documents are signed on behalf of officials by a number of employees under their authority. In this case, it is necessary for these employees to precede their signature with an indication of their position and the type of expertise that allows them to connect the responsibility of the higher authority.

Their signature can be:

By Proxy or by Delegation: This phrase indicates that the person in authority (such as the minister) has delegated continuous signing rights to one of their close assistants. For example:

On behalf of the Minister and by Proxy

The General Secretary

By Order Of: This phrase indicates partial and temporary delegation of powers by the authorities. For example:

By Order Of the Director General

Deputy Director