

Headings for Reports.

When making reports it is necessary to state as much as possible. The following will give you an idea of what is required under each heading.

Ambushes.—State nature of cover (whether wall, bush, rock, etc.), how near enemy's line of approach, way out, etc.

Bivouac.—How sheltered or concealed, water, surrounding ground, defensibility, way out.

Bridge.—Material made of, length, width, height above water, parapet (its height, material, etc.), nature of banks, bottoms, etc., nearest repairing material.

Buildings.—Height, length, material, roof, water supply, surrounding ground, fences, command of view, etc., outhouses.

Bush.—Extent, height, nature, thickness (how far you can see in it).

Canal.—*See* under River.

Camp Ground.—Extent of open ground, whether flat or sloping, water, nature of soil, surrounding country.

Country.—Whether flat, undulating, hilly, open or enclosed, cultivated or not, thickly or thinly inhabited, surface.

Defile.—Nature, whether commanded by neighbouring ground, length, width, ground on near and far side, ground for flanking parties, etc.

Enemy.—Number, how far off, which direction, what arms, what doing.

Headings for Reports—*continued.*

Ferry.—Number and size of boats, how worked, how far across, approaches, facilities for loading.

Fords.—Depth, bottom, distance across, whether straight or zig-zag, banks, surrounding ground, nearest materials for destroying, etc.

Forest.—Extent, height and nature of trees, paths, thickness (how far you can see).

Forts.—Extent, situation, material, how armed, height of rampart, depth of ditch and width, surrounding ground, neighbouring heights, best line of approach, water, garrison.

Hills.—Height, steepness, surface (whether rocky, grassy, wooded, rideable, etc.), what view.

Lake.—Extent (*i.e.*, length and breadth), depth, banks, boats, surrounding ground.

Look-out Places.—Height, nature (whether trees, towers, hill, etc.), what other points visible (for signalling).

Marsh.—Extent, where passable, ways round, etc.

Mountain.—*See* Hill.

Nullah.—*See* Ravine.

Position.—Nature (whether bridge, fort, village, wood, etc.), extent, nature of ground in front and on flanks, any heights near, how occupied, best line of approach for attacking force, position of water.

Railway.—Gauge between rails, number of tracks sleepers (wood, iron or pens), embankment, cuttings, tunnels, bridges (their length, height, width, etc.), telegraph.