

agine a lawyer reading an excerpt from your report to a jury? If there's the slightest chance it could be interpreted in his favor, never doubt that an attorney will do it. If you have beat him to it by reading it aloud, or have had someone read it aloud to you, then you are much better prepared. You're confident it'll carry your message.

One more C buzzing around: **Concentration**. It means not only paying strict attention to what you are doing, but it is also keen awareness. Four excellent speakers used that word, awareness, in our 1984 Quebec meeting of ISA. They each stressed its importance in every phase of arboriculture. You and I know it is absolutely essential in every step of the preparation of documentary reports.

Did you catch that word, documentary? Doesn't *documentary* sound important and permanent? It is! Do you fancy having your mistakes documented for future generations in court records? Being acutely and continually aware of the possibility, then concentrating all your efforts toward avoiding mistakes is your goal.

Concentration on every step of every case is a key to making an excellent — not just good — documentary report. Concentration on making

every phase of your work such that it could stand up to courtroom scrutiny will teach you that there never is a time when you can relax your concentration.

Review those important "C's" again. COMMUNICATE: that's what reports must do. Communicate CLEARLY, or you've doomed your case from the start. Communicate clearly and CONCISELY; that means thinking clearly and concisely, an attribute of the best professionals. Communicating clearly, concisely and COMPLETELY will prevent omissions that could destroy your effectiveness. Communicate clearly, concisely, completely, and COMPETENTLY if you intend to excel at report writing. If you don't intend to excel you are not a professional arborist.

CONCENTRATION is our final "C." Without it any part of our work could fail. We also used companion words, CONTINUAL AWARENESS, an attribute that can not only make a better documentary report writer of each of us; awareness will make our work dynamic and vital.

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## ABSTRACT

MOLL, G. and D. GANGLOFF. 1984. **Blueprint for spring tree planting**. *Am. Forests* 90(3): 13-16.

For the purposes of this article, we have illustrated a sample yard that allows for many planting options. If you lived in this house, you would probably like to block the view of your northwest neighbor's fence, shed, and compost pile; provide some shade for your patio area; provide privacy from the road; and protect the house from prevailing winter winds. While still in the planning stage, you should also incorporate checklist items into your projects — it just makes sense to get the most from your landscaping, while keeping maintenance to a minimum. With the proper placement of your planting, you can meet all the above needs with just two separate plantings. One directly northwest of the house will hide the neighbor's unsightly yard and at the same time will block your patio from the neighbor's view. A second planting of deciduous shade trees to the south and east of the house will provide for summer shade over the patio area and part of the house.