Tips for Writing Effective Stewardship Letters
Facilitators: Rebecca Gray and Rita Johnson
Date and Time: Thurs., Oct. 7, 9-10:30

Learn about style, rules, and content for letters. Discuss how to compose a letter in your own voice, and how to write one for President Wright or other senior officers. Learn the proper protocol when sending letters for a senior officer. Share tips, e.g., find an inside ally. Bring your letter-writing questions, tricky situations, and challenges.

Consistent Messaging For The Campaign
Facilitators: Hannah Silverstein and the Communications Department
Date and Time: Weds., Dec. 1, 3-4:30

With the November kickoff, the Campaign goes into high gear. Learn about the messages—and the communications style—that will help alumni invest in the Dartmouth Experience.

How to Read, Edit, and Coach – and How to Accept Feedback
Facilitators: Hannah Silverstein, Anita Herrick
Date and Time: Weds., Dec. 8, 3-4:30

Editing takes skill and patience; so does accepting another person’s feedback. Learn the fundamentals of both.

Know Your Audience; Choose Your Medium!
Facilitator: Trish Jackson
Date and Time: Mon., Jan. 10, 3-4:30

Discuss how to choose the right medium for your message and audience; brush up on your e-mail etiquette; and share your thoughts about memos: what is “too familiar.”

Writing Proposals
Facilitator: Mark Johnson
Date and Time: February Q-week, t.b.d.

Learn and share elements of effective proposals and persuasive writing.

Sweat Questions Roundtable: formulating the non-defensive response
Facilitator: Trish Jackson
Date and Time: February Q-week, t.b.d

If you’ve ever struggled with how to phrase a response regarding a policy when you don’t agree with it, or how to formulate non-defensive responses to disgruntled alumni, join us!

Just Enough Grammar
Thursday, April 28; 2:00 PM – 3:30 PM
Hannah Silverstein & Anita Herrick

"Only in grammar can you be more than perfect," says essayist and language master William Safire. In this crash course in usage you will learn eleven nit-picky rules for punctuating, possessing, and correcting your sentences (while getting them to agree). Let your writing sound as smart as you are!

Sessions will emphasize clarity, precision, accuracy, and organization, through discussion, analysis of writing samples, writing exercises, and resource referrals.

All sessions will be held in room 334 at 41 Centerra