Team Resource Board

Course: Write Clear, Accessible Communication People Can Use



Use This Fictional Writing Brief

A fictional team is introducing a resource board where colleagues share reusable work tips. You are writing a short notice that explains how to contribute. Your readers are colleagues who are new to the board; some do not have access to the shared folder. Use the facts below as the source for your writing.

Source Facts

- **What to Submit:** Colleagues submit one reusable work tip with a title, a short explanation, and an example.
- **How to Submit:** Send it to the resource-board editor using the supplied submission template, or give the editor a printed copy.
- **Review and Publication:** The editor reviews submissions each Wednesday; receipt does not guarantee publication.
- **Requested Changes:** If changes are requested, revise and resubmit before the editor considers publication.
- **Who Confirms Publication:** Only the editor marks a tip as published.
- **Personal Information to Leave Out:** Omit real client details and other personal information from examples.
- **Where to Get Help:** Ask the editor for help with the template or submission route.
- **Who the Notice Is For:** The notice is for colleagues new to the board; some do not have access to the shared folder.

Submission Template

The contributor's submission template has the three fields required by “What to Submit”:

- Tip title: [Write the title here.]
- Short explanation: [Explain the reusable work tip here.]
- Example: [Add an example without real client details or other personal information.]

This is the form your notice will describe. Your own course work belongs in the writing portfolio template.