Memo

Heading
I request permission to attend the 2021 AFDO Annual Meeting on June 12 – 16 in Grand Rapids Michigan.

Heading
Over 700 state regulators and industry officials will attend this meeting. My job involves interacting with industry.. The meeting will allow me to I meet industry members and find out their concerns. When I I return to the office, I'll distribute a trip report, so the other staff members can learn about the material that was presented.

Heading
The regular registration fee is $675, The early bird registration fee is $550. The cost for travel and lodging will be $1600. I'll be out of the office from June 14 16.

Heading
The deadline for early registration is Friday, May 21. If you're able to approve my request, I would appreciate your letting me know by that time, so I can pay the reduced fee of $550.

How to Get Your Computer to Read To You Using Text to Speech

Click Quick Access Toolbar/ More Commands

Choose All Commands From Drop Down Box

Speak Will Appear on the Right Side

Speak Icon Will Appear

Slide 1

Click Speak Icon

Slide 2 — Memo

Memo

Request
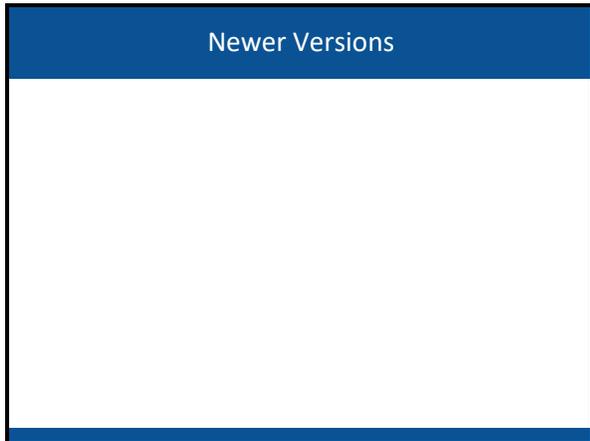I request permission to attend the 2021 AFDO Annual Meeting on June 12 – 16 in Grand Rapids Michigan.

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Cost and Time Out of the Office
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Slide 3 — Newer Versions

Slide 4 — Click Review

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Slide 5 — Click next to the first letter of your text and then click "Read Aloud".

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Poll: Active Versus Passive Voice

Select the sentences that contain the active voice.

___1. I have scheduled a staff meeting for tomorrow at 10:00 AM.

___2. I will circulate an article written by experts who will explain how repetitive negative publicity can ruin the reputation of our organization.

___3. During the meeting, each staff member will be asked, "What can we do to get the disreputable media to cease making negative comments about our activities?"

___4. The same brainstorming activity, which was used during a crisis last year will be used at this meeting. At that time, we created an action plan for dealing with similar incidents.

___5. If the snowy weather requires that the office be closed, the meeting will be rescheduled.

Goal for the Passive Voice

When writing documents, try not to use the passive voice more than 10% of the time.

Best Guess

Average number of words in a sentence: _____
Average number of words in one of your sentences: _____

Readability

Jyoti Sanyal, a noted author, on his website refers to studies that correlated sentence length to readers' comprehension. An analysis of the data revealed that readers found:

___words or less to be very easy to read
___words, easy
___words, fairly easy
___words, standard
___words, fairly difficult
___words, difficult
___words or more, very difficult

Professor Edward Bailey, professor at Marymount University recommends:

- Trying to write each sentence with_____words or less.
- Including several sentences that have_____words or less.

How to Shorten Your Sentences:
1. Remove adverbs (extremely, very, really)
2. Remove redundant phrases (each and every one of you)
3. Take out adjectives (conducted an excellent study, wrote an outstanding report)
4. Write in the active voice
5. Change a long sentence into two shorter sentences
   - Separate independent clauses joined by "and" or "but"
   - Make new sentences out of "which" clauses

Readability tests are designed to analyze the difficulty of document.
Two tests:

- Flesch–Kincaid Grade Level
  - Determines grade level who will understand the document
  - Lower number is preferable
- Flesch Reading Ease
  - Determines the proportion of the population who will understand the document
  - Higher number is preferable

Facts from writing Websites

- The average best-seller: Grade_____.
- The average newspaper: Grade_____.
- Business books: Grade:_____.
- Flesch - Kincaid Grade Level should between_____-_____grade.
- Flesch Reading Ease should be_____out of 100. *(The higher the number, the easier it is for your reader to understand the material.)*

Inflammatory Words

In the space provided, substitute a softer word or phrase that will communicate the idea in a less inflammatory way.

1. Crisis
   _____

2. Emergency
   _____

3. Story
   _____

4. Excuse
   _____

5. Shortcut
   _____

6. Attack
   _____

7. Catastrophic
   _____

Getting a Response to Your Email!

Select the statements that you believe might be a useful practice.

Include the words, "Assignment - Action Required" in the subject line:
Subject: Assignment – Action Required

Subject: Seriously? Can you not respond!?

When a person has not responded to your email, write, "Following up with the email below, please advise. Thanks!"

After you send your follow up email, send a text highlighting the need for a response such as: "Hi, please see the email regarding X- need response ASAP thanks!

Leave a written or verbal message saying, "I'll follow up again tomorrow if I don't hear back from you by the end of the day."

Leave a written or verbal message saying, "I'll follow up again tomorrow if I don't hear back from you by the end of the day."

Copy other people on your request.

Leave a written or verbal message, "I'm not sure how to interpret your silence."

Points to Remember

1. The purpose of writing is to enable the reader to <u>understand</u> what you have written.

2. When writing a document under a tight deadline:
    - Write the questions that the reader would want to know
    - Write the answers
    - Group the questions and answers under headings
    - Write the document
    - Proof the document
    - Check readability statistics
    - Improve the document

3. Use the word that best conveys your meaning.

4. In general, try to use the active voice.

5. Use the passive voice when appropriate.

6. Use headings and white space.

7. Use the Text to Speech function and other online applications to help proofread and format your documents.

8. Use the Flesch-Kincaid tool to analyze the readability of your documents.

9. Avoid inflammatory words.

10. Leverage suggested techniques to increase email responsiveness.