

CyberBreak

September 21, 2007

COMING UP:



Birthday Party at Summer's End!

Celebrating all the September birthdays hosted by our wonderful MIS Department!

Friday, September 28, 2007
Westmoreland 2nd Floor - 3PM

Clouded in thought?

The next Staff Development Workshop can help you!!

Communicating Clearly

Friday, October 5th

W336 1-3PM

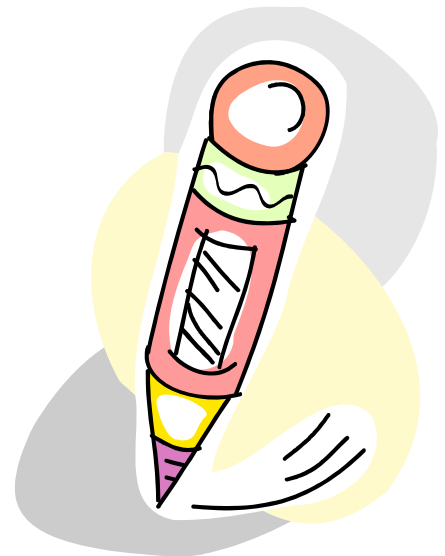
Please RSVP to Marcie by Tuesday, October 2nd.



The 10 COMMANDMENTS of Business Writing Style

From *Write It Right!* By Richard Andersen and Helene Hinis
Available in the Personnel Library in W100 Conference Room

- I. Write more like you talk.
- II. Use short, clear words.
- III. Aim for an average of 10-12 words per sentence.
- IV. Use Active Voice as often as possible.
- V. Be positive and personal.
- VI. Be consistent with whatever style you choose.
- VII. Avoid clichés and jargon.
- VIII. Harness the power of concrete words and specific terms.
- IX. Eliminate sexist and biased language – both conscious AND unconscious.
- X. Aim to be yourself.



**ANNUAL STAFF EVALUATIONS
ARE DUE TO YOUR DIRECTOR ON:**

WEDNESDAY, SEPTEMBER 26TH

PROBATIONARY STAFF (NEW HIRE) EVALUATIONS
WILL BE SCHEDULED SEPARATELY.

Timesheets

Due in Administrative Services
by 10AM on:

Tuesday, September 25th



If you have any comments, suggestions, or announcements for CyberBreak, please email them to Johanna by Wednesday to assure it will be included in the next edition.