

SWDAA COOLER

sounds like water cooler



WELCOME TO THE SWDAA COOLER!

This edition we will focus on sharing resources about ways to improve our written communication skills.

RECOMMENDED READING

- Did You Get My Slack/Email/Text? - exploring forms of communication
- What a Compassionate Email Culture Looks Like - basics of email etiquette
- Your Colleagues Don't Read Anything You Write. Here Are 8 Ways to Change That. - more effective communication through emails

PODCAST EPISODES

- Talk Like a Leader: Three Things to Consider in Written Communication
- Think Fast, Talk Smart: Writing to Win: How to Quickly Capture Readers and Keep Them Engaged

WATCH THIS!

TEDxAthens Talks: How to Write an Email (No, Really.) - Victoria Turk



QUARTERLY QUESTION

Answer our Quarterly Question and be entered for a chance to win an Amazon Gift Card! Share in the Facebook comments or email the SWDAA Programs Director at swdaaprograms@gmail.com

What's your preferred valediction (fancy way to say closing!) for an email?

