learning between students, solely for the purpose of helping one another. Placements in classes pushed me to think about how I write and communicate, and my peers were always able to provide feedback on what was helping them, and what was not. The writing skills I learned at HWS have been valuable not only for daily communication, but the program also taught me how to work on projects with others. To this day, my bosses ask me to proofread documents before they are sent to clients.

Melissa Anderson ’00
Production & Advertising Coordinator
Staples Headquarters
Framingham, MA
The biggest take-away was the focus on organization. How do you set up the stage for the reader? Does everything flow? What might be superficial? What needs developing? This helped me with my own courses while I was still at school. Also, the literary devices geared toward persuasion that I learned in the Writing Colleagues Seminar have come in handy. It’s not enough for me to say to my manager, “I think that our team needs to do X, Y and Z to accomplish 1, 2 and 3.” I get my way fairly often. Some of these skills are highly transferable.

Heather Brady ’04
Project Specialist
Education, Inc.
Plymouth, MA
I work in the administrative office on a variety of tasks. Whatever department that has a crisis, they send me in to “fix” it. I am in constant communication with over 100 tutors who work for us (throughout Massachusetts), as well as over 75 school systems where I communicate with school directors, housemasters, guidance counselors, etc. So, having a precise, professional e-mail is extremely important to show professionalism in the work environment. Also, being able to adapt to new situations is key. This happened constantly when I was a writing colleague—new students, new professors, new assignments—and having the ability to roll with the punches, as it were. Same thing in the office environment. You have to be quick to adapt and quick to respond. Being PC is an art form, and I have rhetoric to thank.

Melissa Sorells ’05
Web Writer/Editor
Office of Communications, HWS
Geneva, NY
I use my Writing Colleagues skills when I’m collaborating with my co-workers. The WCP definitely taught me how to communicate with others in a diplomatic way. Also, many of the time management skills I learned and used as a WC are helpful in my day-to-day job duties and in my life in general.

Tim Martin ’04
Property Management Group
Jones Lang LaSalle
Boston, MA
The WC program is one of the best examples at HWS of collaborative
“I write entirely to find out what I’m thinking, what I’m looking at, what I see and what it means. What I want and what I fear.”

Joan Didion, novelist, essayist, journalist

FREQUENTLY ASKED QUESTIONS

Q: How do I know when to use a comma or a semi-colon in a compound sentence?

A: This causes lots of confusion, but it is pretty simple once you’ve seen it broken down (actually, even this sentence is an example).

The General Rules

1.) Use a comma after the first independent clause when you link two independent clauses with one of the following coordinating conjunctions: and, but, for, or, nor, so, yet.

Example: I am going back to my room to study, and I will not emerge until I have mastered organic chemistry.

2.) Use a semicolon when you link two independent clauses with no connecting words.

Example: I am going back to my room to study; I will not emerge until I have mastered organic chemistry.

TEACHING ENGLISH ABROAD

Thinking about how you’ll spend your summer or planning your life post-graduation? It is no secret that two very rewarding and exciting things to do are to travel and to teach. Quite simply, they both offer some of the same benefits, such as self-knowledge and general savvy about life. Put travel and teaching together, and you have a way to be in service to others while you expand and learn from new people and cultures. Intrigued? Check out the resources below in addition to those offered at Career Services to begin planning your global trek:

Online Education and Certification

International TEFL Teacher Training www.teflonline.net
The International TEFL Corporation www.tefcorp.com

Residential Education and Certification

International Teacher Training Organization www.teflcertificatecourses.com
The Boston Language Institute www.teflcertificate.com
The TEFL Institute www.teflinstitute.com

Finding a Job

The ESL/EFL Job and Employment Resource www.eslemployment.com
TEFL.net www.tef.net
Transitions Abroad www.transitionsabroad.com

Nanny or Manny Abroad www.littleoneslondon.co.uk
www.greataupair.com

THANK YOU,
WRITING COLLEAGUES
FALL 2007!

Alysa Austin ‘08
Jamie Billington ‘10
Caitlin Caron ‘08
Molly DiStefano ‘10
Michael Ellis ‘10
Corey Gallagher ‘09
Alex Hanson ‘08
Julie Isaacson ‘10
Sam Koval ‘09
Courtney Jones ‘09
Jon Shaker ‘10
Shane Simon ‘10
Rachel Stephansky ‘08
Meg Stirling ‘10
Maria Trainor ‘10
Regina Triplett ‘10

Interested in a Writing Colleague for your course next semester? Interested in becoming a Writing Colleague? Please contact us:

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Check out The Sounding Board online:
www.hws.edu/academics/enrichment/writingcolleagues.asp