The following is suggested email text for announcing the Writing Skills Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization   
and the Café you plan to offer.

**Writing Skills**

Subject: Harvard ManageMentor Writing Skills Café

In business, your writing represents who you are and what you have to offer, so it’s important to continually enhance your writing skills.

To explore new techniques and tools to improve the quality and impact of your business writing, join us for a Writing Skills Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will help you target your messages to diverse audiences, write drafts to ensure the quality of your final documents, and polish your writing for impact.

Before attending the Café, please complete the following five lessons and the online comprehension assessment in the Harvard ManageMentor Writing Skills topic [LINK to Harvard ManageMentor Writing Skills topic]:

* + Plan Your Writing Project
  + Organize Your Content
  + Write Your First Draft
  + Revise Your Draft
  + Strengthen Your Writing Skills

In addition, please complete and have available the following:

* Complete the practice activity “Write a Rough Draft” in the “Write Your First Draft” lesson of the Harvard ManageMentor Writing Skills topic
* Review the tool “Common Usage Mistakes” in the “Strengthen Your Writing Skills” lesson of the Harvard ManageMentor Writing Skills topic
* Review the tool “Business Writing Checklist” in the “Strengthen Your Writing Skills” lesson of the Harvard ManageMentor Writing Skills topic

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]