Welcome to:

Seven Principles of Effective Writing

Presented by
Heather Aslett and Jared Vanderhoff

A word is dead when it is said, some say.
I say it just begins to live that day.

© 2009 www.thinkershirts.com

Emily Dickinson
1830-1886

Document Type

- What is your Document Type? (Email, Memo, Website Content, Policy Guidelines, Blog Posts, Social Media, Other)
- We are going to use the examples of Sports Illustrated and the Weddings magazine to apply each of these principles.

Principle 1:
Audience Analysis

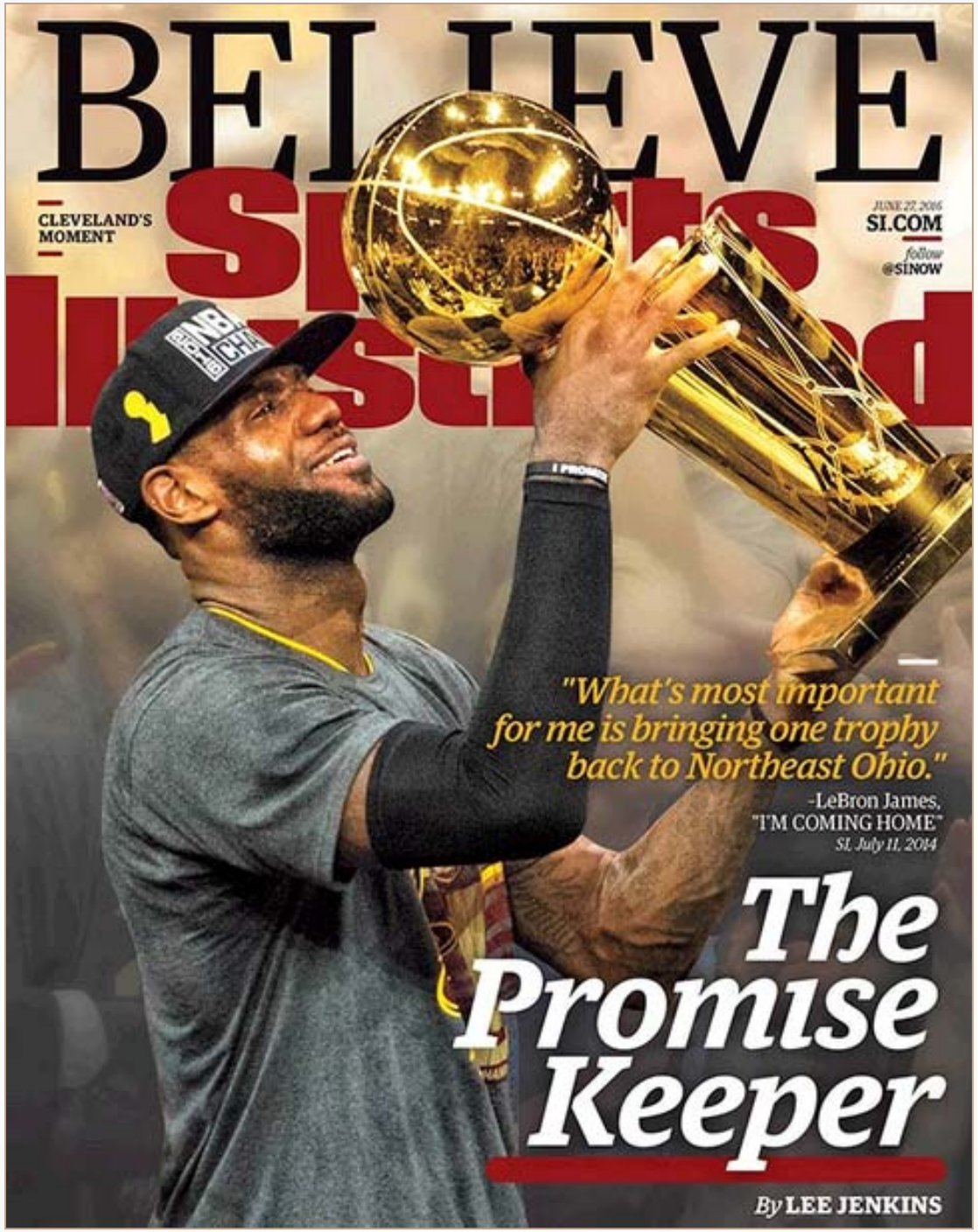
Considerations:

- Who is my (Audience)?
- What does my (Audience) expect?

Video Clips

As we consider Audience, which audience is going to pay money to see the following?

- Pride and Prejudice
  https://www.youtube.com/watch?v=LI2H3TIt0PE
- Dumb and Dumber
  https://www.youtube.com/watch?v=KAWoP1kncRE
- The Incredibles
  https://www.youtube.com/watch?v=oIjQ_hBiZxQ


BELIEVE
CLEVELAND'S MOMENT
JUNE 27, 2016
SI.COM
follow @SINOW
"What's most important for me is bringing one trophy back to Northeast Ohio."
-LeBron James, "I'M COMING HOME" SI, July 11, 2014
The Promise Keeper
By LEE JENKINS

MARTHA STEWART
weddings
Chic & Easy!
519
Stylish Ways to Breeze Through Your Big Day
The New
NAKED CAKES
Colorful, Delicious & Elegant
DREAM DRESSES
Actress & Supermodel
Lydia Hearst
shows off the prettiest gowns of the season
PLUS!
REAL WEDDINGS FULL OF IDEAS TO STEAL:
ON A FARM, AT A CASTLE & IN ITALY!
WRAP IT UP!
FAST, FUN FAVORS
83 Stress-Free DIY Ideas
marthastewartweddings.com

Audience Analysis

- Who do you write to?
- Are you writing to an individual or to a group?

Audience Expectations

When something comes from your name, there is an expectation of:

- Context
- Professionalism
- Accurate and Timely Information
- Stories and other Personal Information

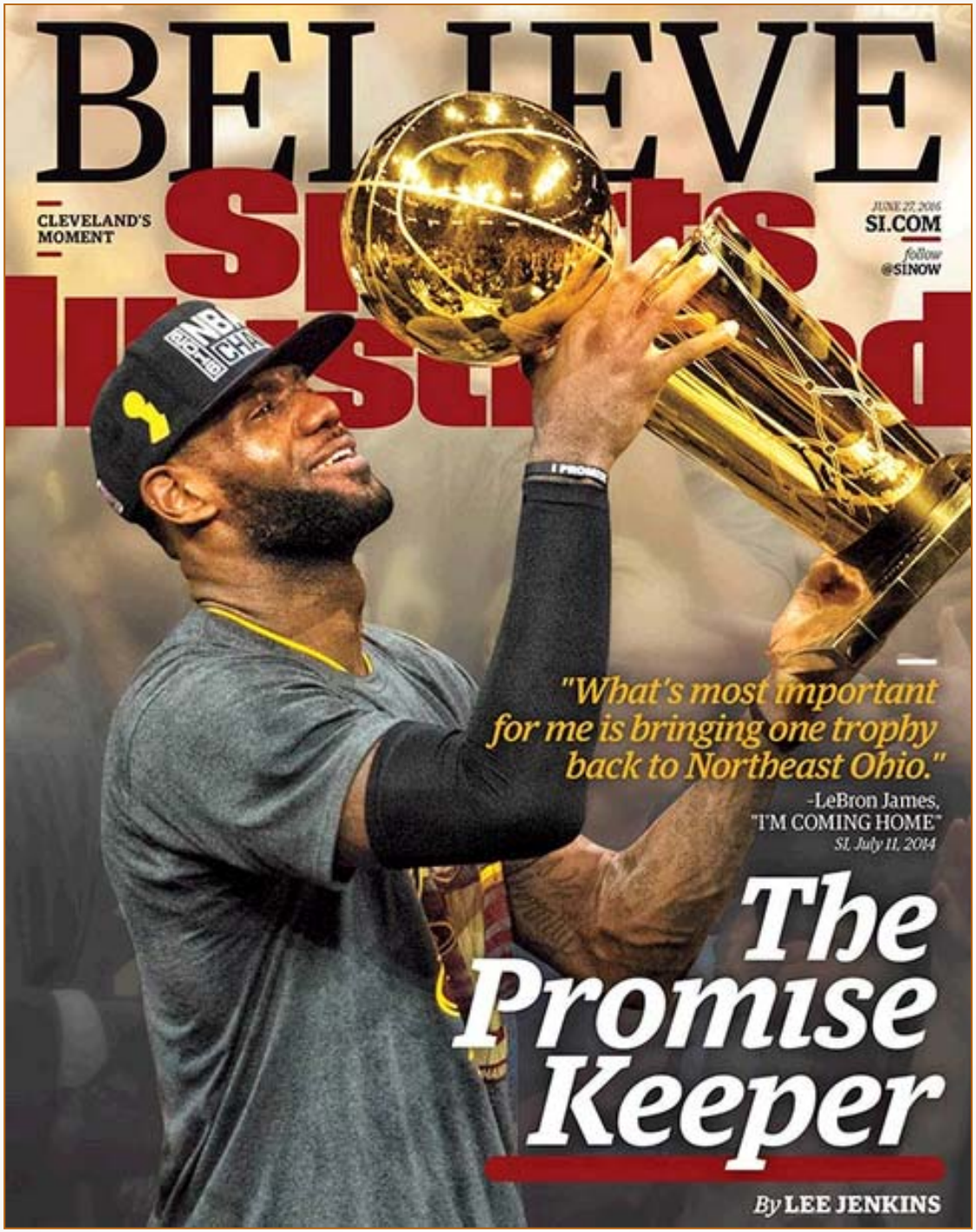
Practice Exercise

- Who is My Audience? _____
- What does My Audience expect? _____

Principle 2: Purpose

Considerations:

- Why am I writing? (Purpose)
- I am writing this (Document Type) so that who (My Audience) can do what (Purpose)?
- Where will the (Document Type) be accessed?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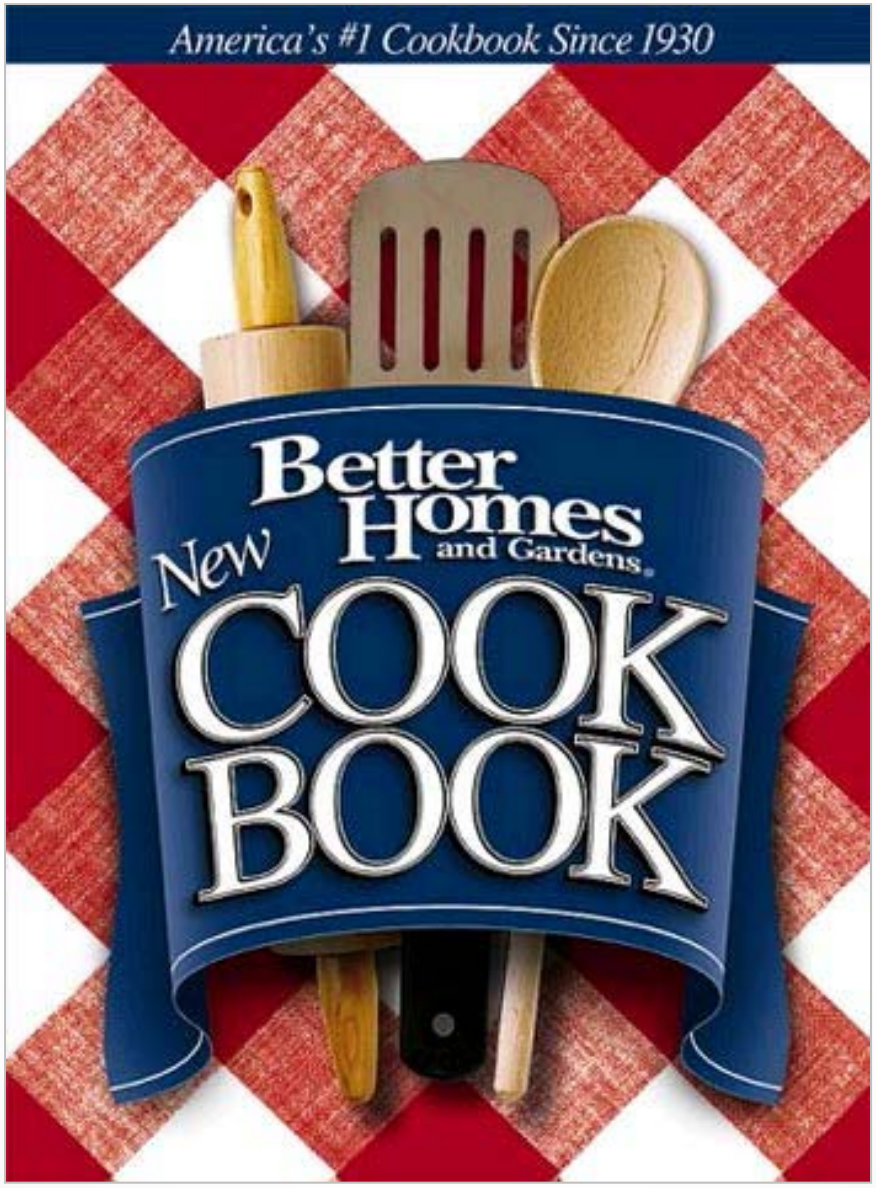
marthastewartweddings.com

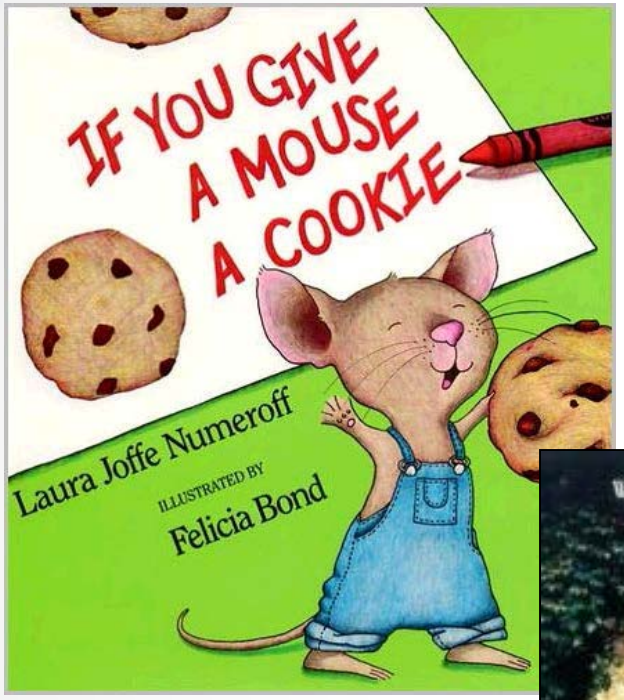
What is the Purpose?

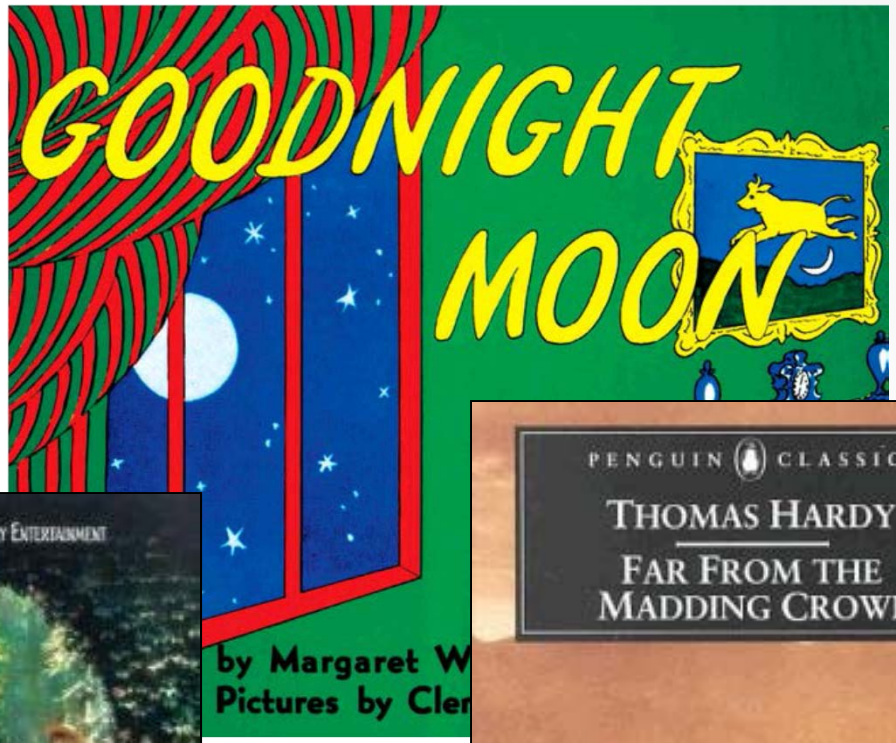
- What is the Purpose for each of the following Document Types?
- Where will the (Audience) access the (Document Type)?
  - On-line (Website, Social Media)
  - Mobile Device, Tablet, Desktop
  - Individual or Group Email
  - Printed Copy

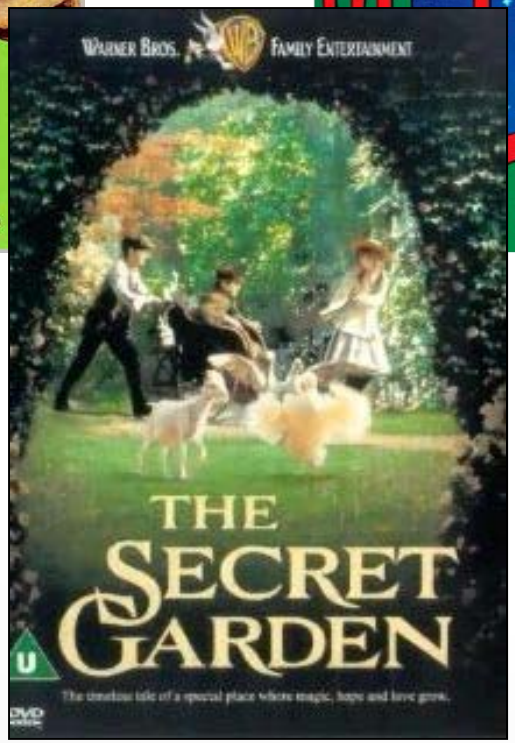
Cookbook


America's #1 Cookbook Since 1930
Better Homes and Gardens
New
COOK BOOK

Literature


IF YOU GIVE A MOUSE A COOKIE
Laura Joffe Numeroff
ILLUSTRATED BY
Felicia Bond


GOODNIGHT MOON
by Margaret W
Pictures by Cler


WARNER BROS. FAMILY ENTERTAINMENT
THE SECRET GARDEN
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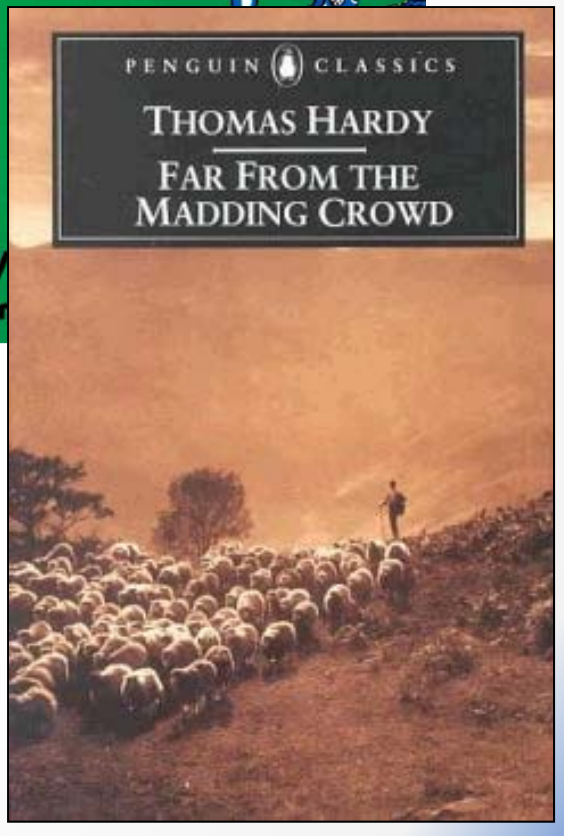
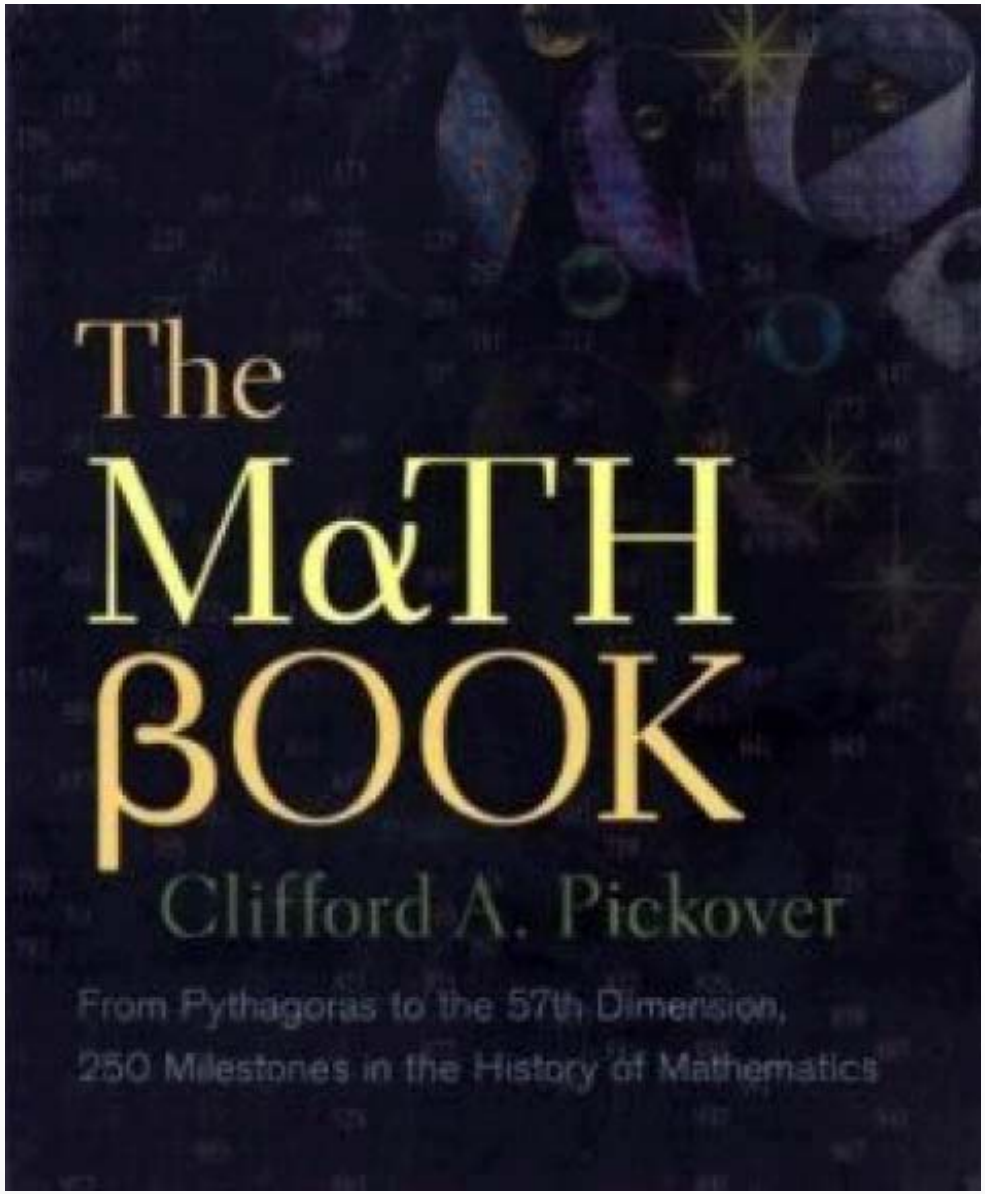
DVD

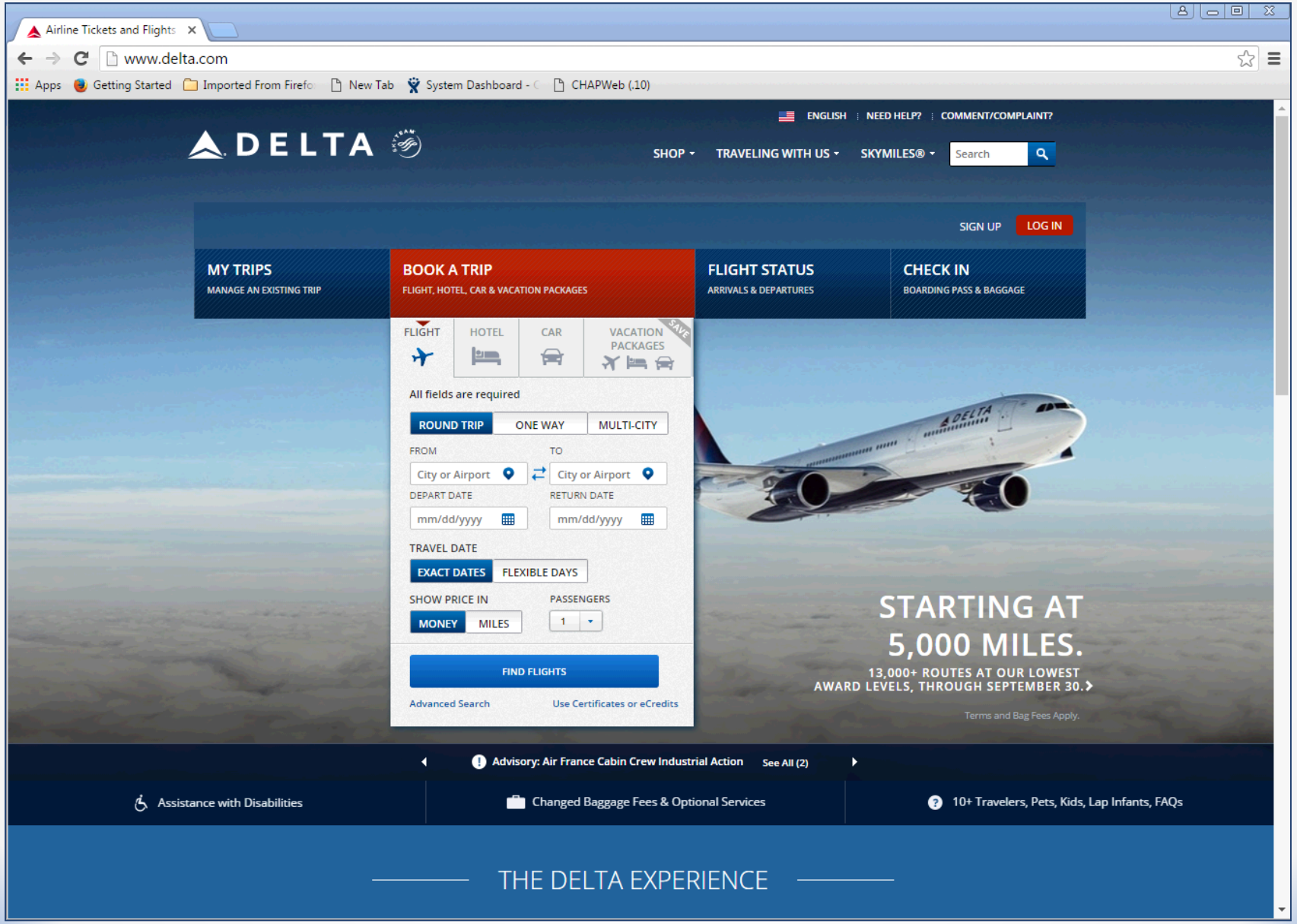

PENGUIN CLASSICS
THOMAS HARDY
FAR FROM THE MADDING CROWD

Textbook


The
MαTH
βOOK
Clifford A. Pickover
From Pythagoras to the 57th Dimension,
250 Milestones in the History of Mathematics

Crossword Puzzle

Delta.com


Airline Tickets and Flights
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Getting Started
Imported From Firefo
New Tab
System Dashboard -
CHAPWeb (.10)
ENGLISH
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COMMENT/COMPLAINT?
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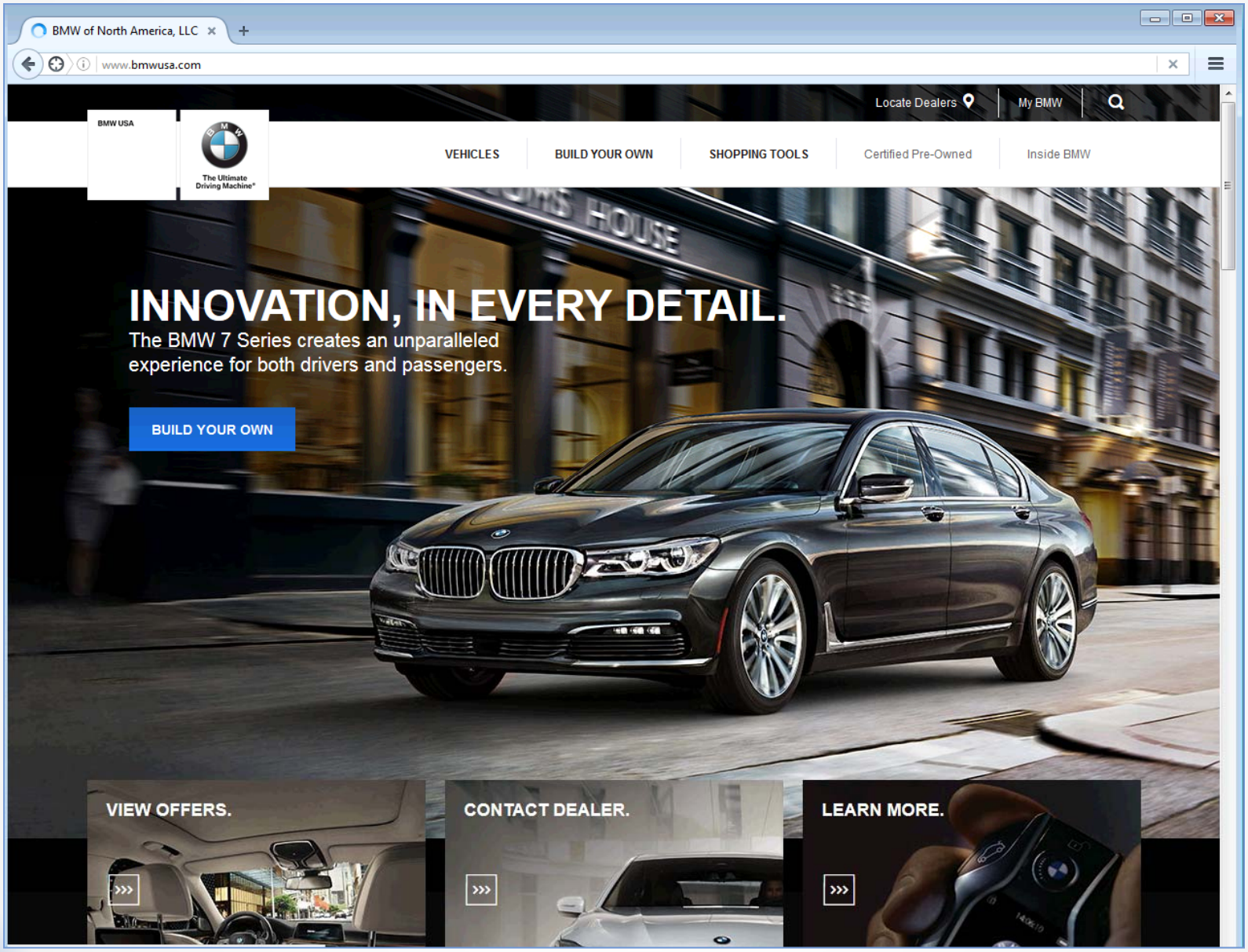
MY TRIPS
MANAGE AN EXISTING TRIP
BOOK A TRIP
FLIGHT, HOTEL, CAR & VACATION PACKAGES
FLIGHT STATUS
ARRIVALS & DEPARTURES
CHECK IN
BOARDING PASS & BAGGAGE
FLIGHT
HOTEL
CAR
VACATION PACKAGES
SAVE
All fields are required
ROUND TRIP
ONE WAY
MULTI-CITY
FROM
City or Airport
TO
City or Airport
DEPART DATE
mm/dd/yyyy
RETURN DATE
mm/dd/yyyy
TRAVEL DATE
EXACT DATES
FLEXIBLE DAYS
SHOW PRICE IN
MONEY
MILES
PASSENGERS
1
FIND FLIGHTS
Advanced Search
Use Certificates or eCredits
STARTING AT
5,000 MILES.
13,000+ ROUTES AT OUR LOWEST
AWARD LEVELS, THROUGH SEPTEMBER 30.
Terms and Bag Fees Apply.
Advisory: Air France Cabin Crew Industrial Action
See All (2)
Assistance with Disabilities
Changed Baggage Fees & Optional Services
10+ Travelers, Pets, Kids, Lap Infants, FAQs
THE DELTA EXPERIENCE

BMW.com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The BMW 7 Series creates an unparalleled experience for both drivers and passengers.
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VIEW OFFERS.
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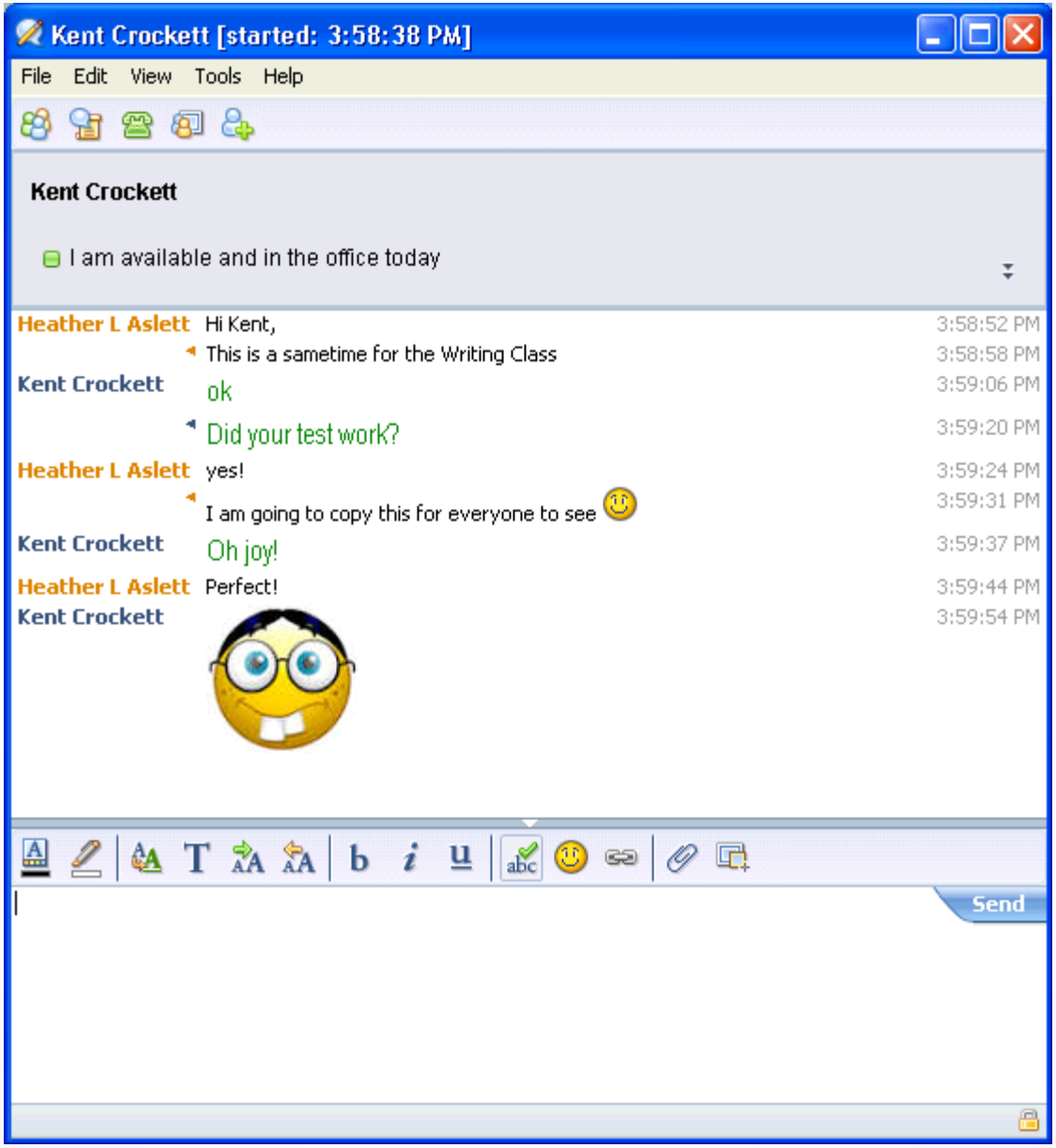
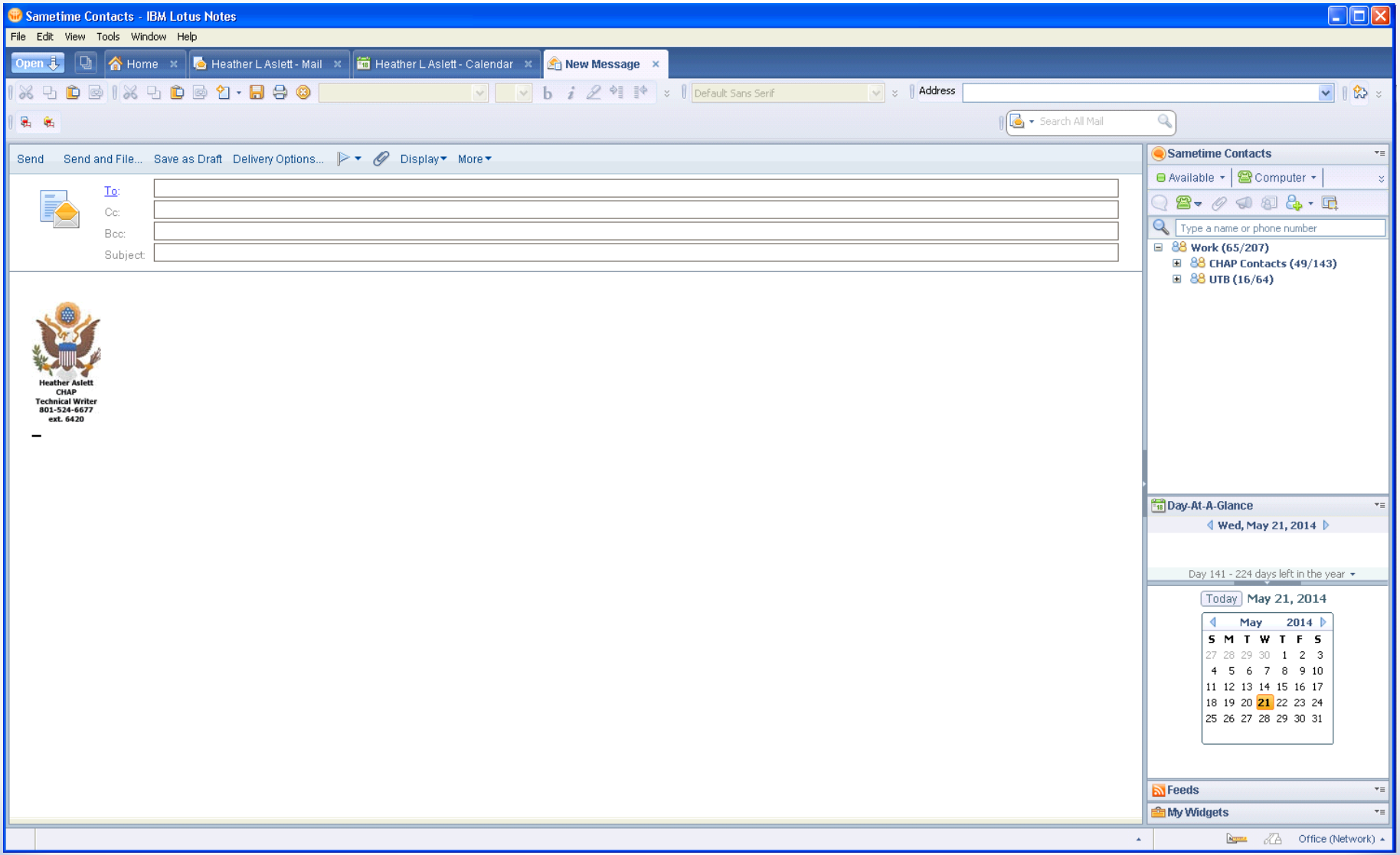
LEARN MORE.

Twitter

Sametime


Kent Crockett [started: 3:58:38 PM]
File Edit View Tools Help
Kent Crockett
I am available and in the office today
Heather L Aslett Hi Kent, 3:58:52 PM
This is a sametime for the Writing Class 3:58:58 PM
Kent Crockett ok 3:59:06 PM
Did your test work? 3:59:20 PM
Heather L Aslett yes! 3:59:24 PM
I am going to copy this for everyone to see 3:59:31 PM
Kent Crockett Oh joy! 3:59:37 PM
Heather L Aslett Perfect! 3:59:44 PM
Kent Crockett 3:59:54 PM
Send

Email


Sametime Contacts - IBM Lotus Notes
File Edit View Tools Window Help
Open
Home
Heather L Aslett - Mail
Heather L Aslett - Calendar
New Message
Address
Search All Mail
Send
Send and File...
Save as Draft
Delivery Options...
Display
More
To:
Cc:
Bcc:
Subject:
Heather Aslett
CHAP
Technical Writer
801-524-6677
ext. 6420
Sametime Contacts
Available
Computer
Type a name or phone number
Work (65/207)
CHAP Contacts (49/143)
UTB (16/64)
Day-At-A-Glance
Wed, May 21, 2014
Day 141 - 224 days left in the year
Today
May 21, 2014
May 2014
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Feeds
My Widgets
Office (Network)

CM/ECF

District of Utah - Live Data...
https://ecf.utb.circ10.dcn
United States Bankruptcy Court
District of Utah
Welcome to the U.S. Bankruptcy Court for the District of Utah
District of Utah - Document Filing System OR PACER Program
This is CM/ECF 5.1.1
Replication Inside Server utbdb-rep.utb.gtwy.dcn
29April2016
Court Information

Court Website

Memo

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

JAMES C. DUFF
Director

WASHINGTON, D.C. 20544

June 30, 2016

MEMORANDUM

To: All United States Judges
Circuit Executives
Federal Public Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Senior Staff Attorneys
Chief Circuit Mediators
Bankruptcy Administrators
Circuit Librarians

From: James C. Duff

RE: UPDATE ON OPM BREACH (**INFORMATION**)

This memorandum is to inform you of a recent update we received from the Office of Personnel Management (OPM) on the data breach which occurred last year. Attached is a letter from the Acting Director of OPM, Beth F. Cobert, that explains in detail the actions OPM has been taking. The letter provides links to additional information on the OPM Cybersecurity Resource Center website.

OPM recently increased the amount of identity theft insurance provided to individuals impacted by the cyber breaches and also increased the duration of the insurance coverage. Originally, the insurance coverage, including the credit monitoring and identity theft protection and restoration services, was due to expire in December 2016 for those affected by the first breach that involved the exposure of personnel data, and in December 2018 for those who were notified that their background investigation information may have been compromised during a second incident. In late 2015, however, the coverage was extended by law to 10 years for those impacted by either

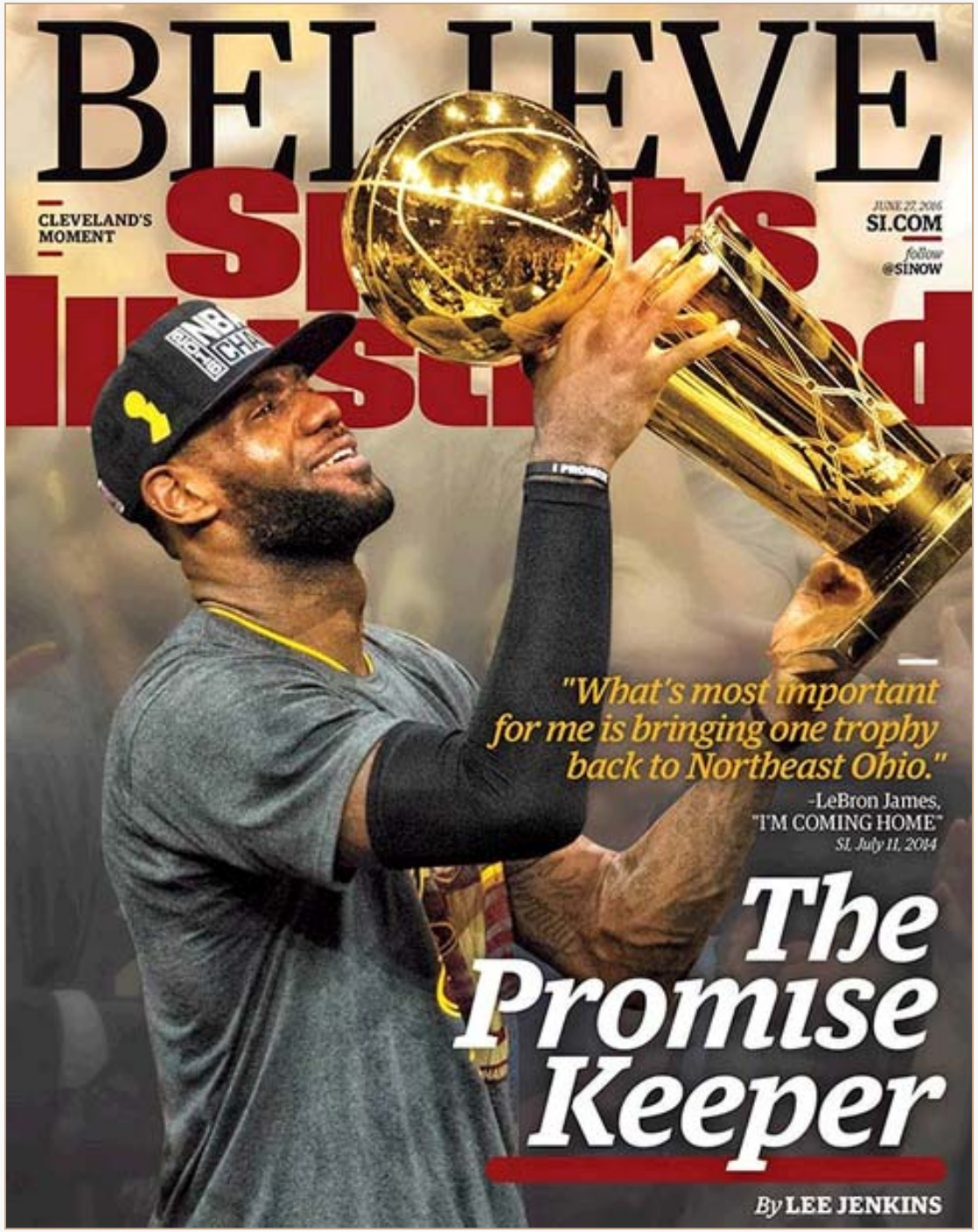
Practice Exercise

- Why am I writing this Document Type? _____
- Where will the Document Type be accessed?_____

Principle 3: Content

Considerations:

- The (Audience) and the (Purpose) determine the expected (Content).
- Is the (Content) accurate and easy to understand?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JUNE 27, 2016
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follow @SINOW
"What's most important for me is bringing one trophy back to Northeast Ohio."
-LeBron James, "I'M COMING HOME" SI, July 11, 2014
The Promise Keeper
By LEE JENKINS

"I DON'T KNOW IF IT'S A FAIRY TALE. BUT I HOPE IT ENDS THE WAY MOST OF THEM END."

LeBron James, July 10, 2014, Las Vegas

OFF THE COURT, down the tunnel, through the locker room, LeBron James squeezed himself into the back corner of a cramped coach's office and covered his eyes with his hands. "Every night," he said, "this is what I dreamed." A buzzer sounding, a region roaring, and a native son—overwhelmed by the outpouring he had wrought—falling to his knees in the middle of it all. "Two years ago, in Las Vegas, I had this vision," James recalled. "I never stopped having it." Last Saturday night, at the Four Seasons in San Francisco, James went to bed at 10:30 p.m. "I woke up at 2:30, at 4:30, at 6:30," he says. Finally, a little after 8:00, he gave up and hauled himself down to the gym. There was no sense sleeping on the day the dream could come true.

"I THINK [PEOPLE] FORGET WHAT I'VE DONE, AND HOW LONG I'VE DONE IT," SAYS JAMES.

He watched soccer in the hotel. He danced on the bus. He sang as he stretched. "I don't know what he's going to do," said Randy Mims, one of his closest friends, who travels with him. "But it's going to be something we will never forget." One night in San Francisco he ate at a British restaurant called The Cavalier. Another, he dined at a steak house called Epic. His video game of choice on the trip was *Destiny*. "He's Babe Ruth," says Cleveland general manager David Griffin. He was calling his shot. "That mother------ is on a mission," a Cavs coach cracked during the team's Sunday walk-through.

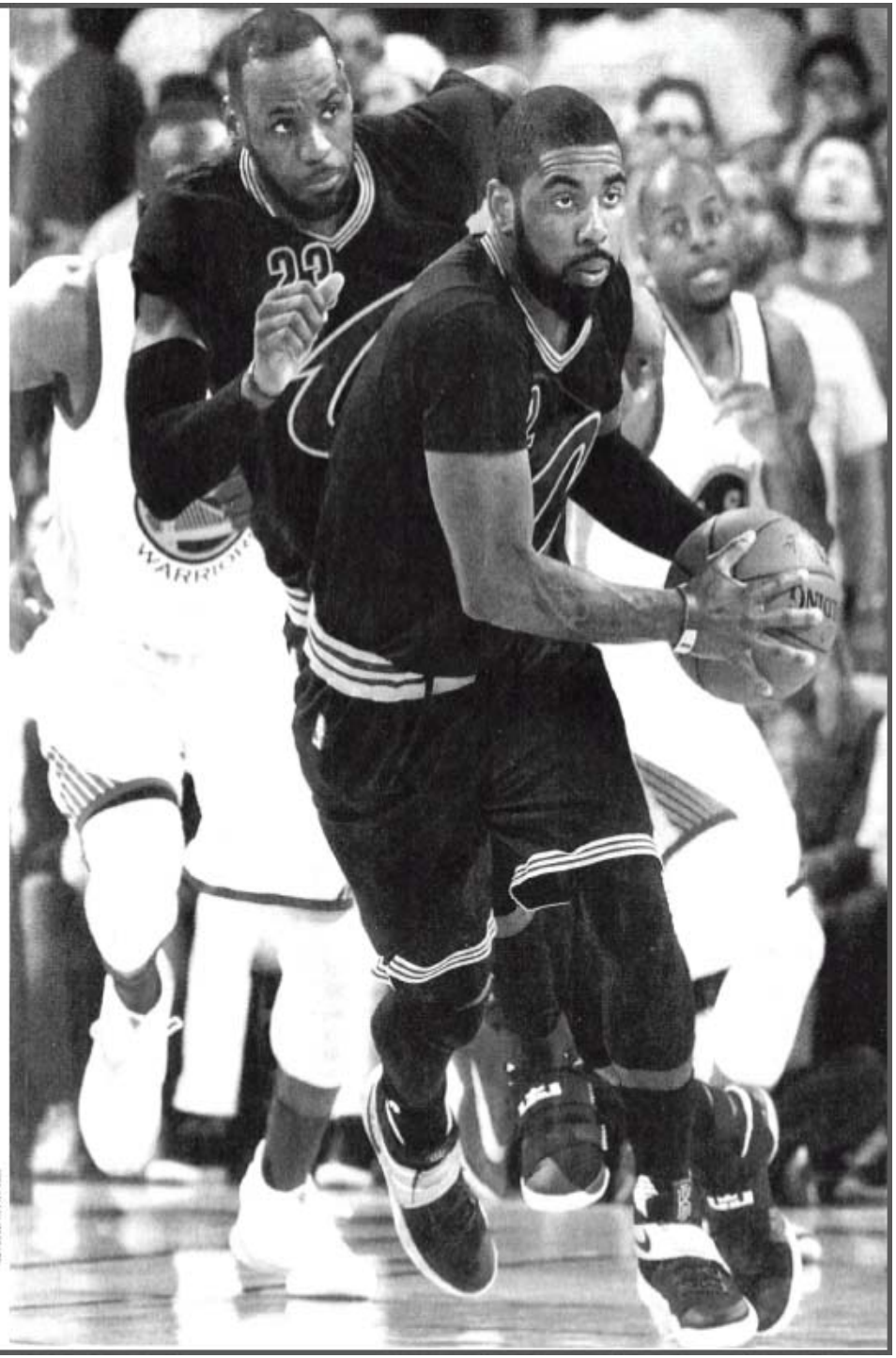
His crusade began July 10, 2014, with three words uttered in an interview with SPORTS ILLUSTRATED on the 58th story of the Wynn Las Vegas hotel: "I'm coming home." It ended June 19, 2016, with three more words bellowed on the court at Oracle Arena. "Oh, my God!" he shouted, falling into the arms of teammates and friends. "Oh, my God!" After 52 years without a championship in a major sport, Cleveland wears the crown, bestowed by basketball's forever king.

Most curses are broken, but few are snapped in such flamboyant style. Not only are the Cavaliers the first team to wipe out a 3–1 deficit in the Finals, they did so against an opponent with the best record the NBA has ever seen, and they vanquished that juggernaut on its hostile home floor. The odds of taking three games in a row from the Warriors—who hadn't dropped three straight since the fall of 2013—were akin to the Browns winning the next couple of Super Bowls.

The Cavs' 10-day odyssey—surefire fodder for future cable documentaries—started two Saturdays ago, when they boarded their charter plane at Atlantic Aviation in Cleveland, bound for the Bay Area and Game 5. "Well, we have to come back here anyway," James told himself. "Why not extend the series?" As rallying cries go, it was an understandably tepid one.

But on the flight James queued up video from Game 4, and teammates circled around his iPad. Nobody referenced vacations. They suggested adjustments. James, who has driven himself batty trying to clean up the Cavaliers' culture, was impressed. The next day, before practice at the Warriors' facility in Oakland, Griffin handed every player a document reviewing highs and lows of the past two years: How the Cavs started 19–20 last season, how they won their first 10 playoff games this spring, how they lost one Finals game by 33 points and took the next by 30, an unprecedented swing.

"We are the NBA's drama kings," Griffin said, according to a source at the meeting. "So congratulations on putting yourselves in position to win this thing the only way you could. Because you know we are just f----ed up enough to do it." Players flashed back over the theater of the past 23 months—the firing of coach David Blatt, the injuries to point



POINT MAN
James got the MVP hardware, but Irving (right) stepped up his offensive play, averaging 30.8 points over the last five games, including 26 on Sunday.

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Stylish Ways to Breeze Through Your Big Day
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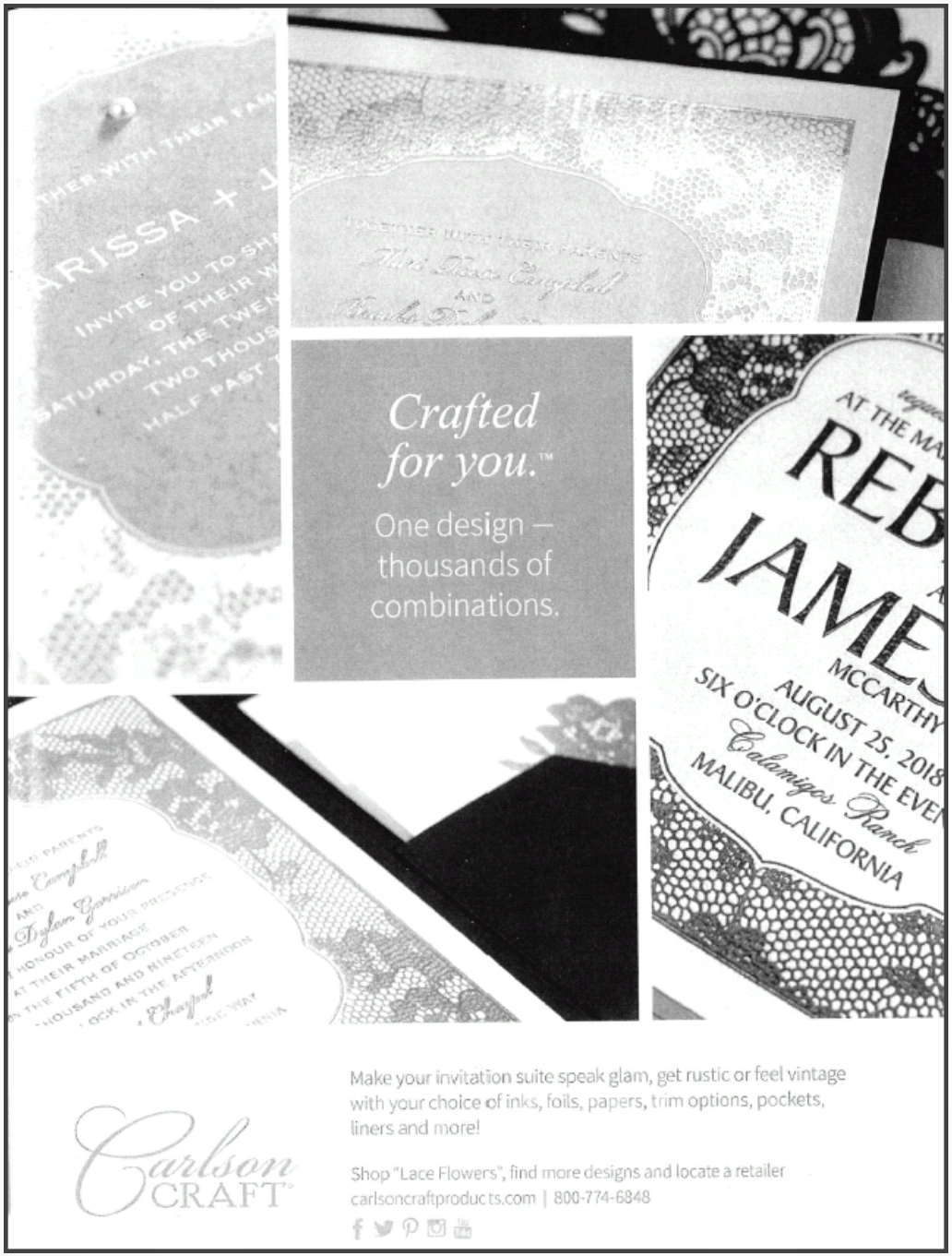
JUSTIN ALEXANDER
SIGNATURE


Crafted for you.™
One design — thousands of combinations.
AUGUST 25, 2018
MALIBU, CALIFORNIA
Make your invitation suite speak glam, get rustic or feel vintage with your choice of inks, foils, papers, trim options, pockets, liners and more!
Shop "Lace Flowers", find more designs and locate a retailer
carlsoncraftproducts.com | 800-774-6848
Carlson CRAFT

What is the expected (Content) of this Package?

Analyzing the Content

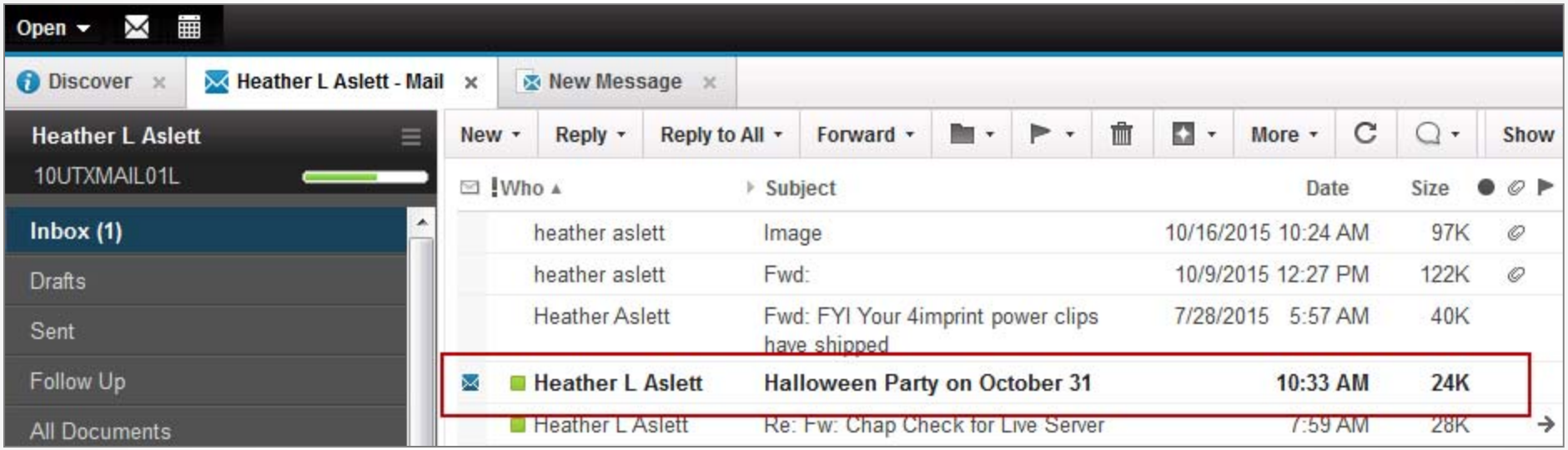
- Is there too much (Content)?
- Is there enough (Content)?
- Is there time-sensitive (Content)?
- Is there Visual Interest (if necessary)?

Accessing Content

Where will the Audience access the Content?

- External or Internal Website
- Individual Email
- Group Email
- Printed Copy / Snail Mail
- Binder (3 hole punch)
- Other

What is the Expected Content?



New Reply Reply to All Forward Display More

Halloween Party on October 31

Heather L Aslett to: Heather L Aslett

From: Heather L Aslett/UTB/10/USCOURTS

To: Heather L Aslett/UTB/10/USCOURTS@USCOURTS

We are having our Christmas Party on December 12 at 12:30 in the Breakroom. Bring a gift to share!

New Reply Reply to All Forward Display More

Halloween Party on October 31

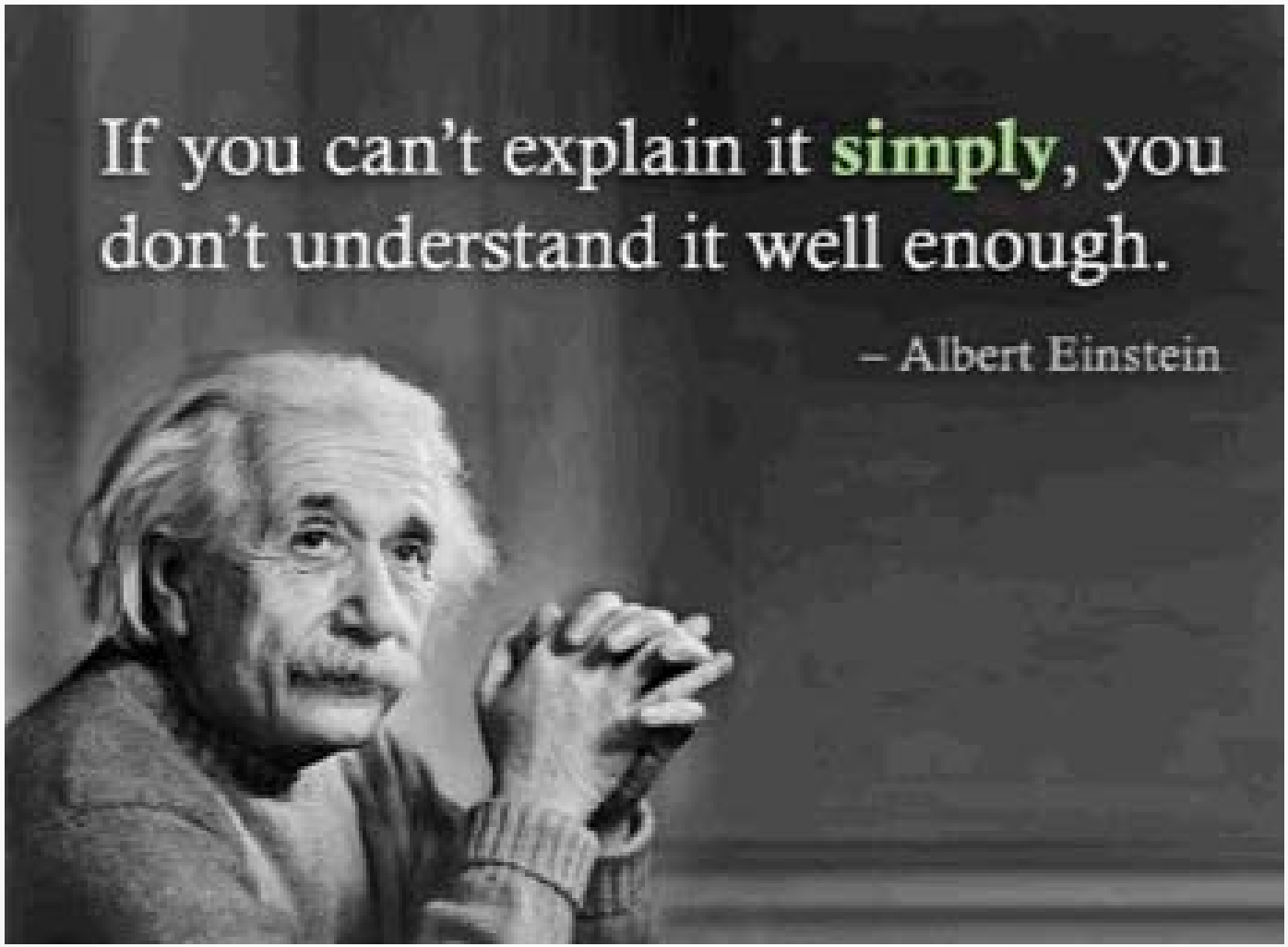
Heather L Aslett to: Heather L Aslett

From: Heather L Aslett/UTB/10/USCOURTS

To: Heather L Aslett/UTB/10/USCOURTS@USCOURTS

Come bring your costumes and ghoulish treats at 12:30 in the breakroom for our celebration!

Simplicity and Clarity



Quotes

- "You will discover that you can write more clearly once you more clearly understand what you are writing about."
  - Joseph M. Williams, Style – 10 Lessons in Clarity and Grace

- "Simplicity is the ultimate sophistication."
  - Leonardo DaVinci

Hiding Behind Language

From the book, "Ten Lessons in Clarity and Grace", the author references the following idea about hiding behind language:

"Michael Crichton mentions the following: Some writers choose complicated language not only to plump up their ideas, but to mask their absence, hoping that complexity will impress those who confuse difficulty with substance."

Video Clip from Shrek

What is the relationship between simplicity and clarity?

- https://www.youtube.com/watch?v=6CGyASDjE-U

How can we simplify?

This sentence is in need of an active verb.

This sentence needs an active verb.

The next step is to get rid of as many of them as you can.

Next, omit them.

The car of my father.

My father's car.

The job that I had this summer.

My summer job.

What I would like to say is that you have a beautiful smile.

You have a beautiful smile.

My opinion is that on this point we have only two options.

We have only two options.

The fact of the matter is that the material of this course is drawn from the findings of Dr. Smith.

The material of this course is drawn from the findings of Dr. Smith.

Content Activity

- Email: Invitation to the Flag Day Party
- Subject: You're invited to a Flag Day Celebration
- Who is the (Audience)?
- What is the (Purpose)?
- What should the (Content) be?

Original Email

Hello Court Employees,

In 1916, the president of the United States issued a proclamation that officially established June 14 as Flag Day; in August 1949, National Flag Day was established by an Act of Congress. Flag Day is not an official federal holiday. Title 36 of the United States Code, Subtitle I, Part A, CHAPTER 1, § 110[4] is the official statute on Flag Day; however, it is at the president's discretion to officially proclaim the observance. On June 14, 1937, Pennsylvania became the first U.S. state to celebrate Flag Day as a state holiday, beginning in the town of Rennerdale. New York Statutes designate the second Sunday in June as Flag Day, a state holiday. Flag Day is usually celebrated on June 14th, and there is a long history of Flag Day and we want to be with you to celebrate this day. You're invited to the Flag Party Celebration. Bring your favorite pot-luck dish to share.

See you there!

Revision

Hello Court Employees,

You are invited!

What: A Pot-luck celebration of Flag Day!
Date: Wednesday, June 14, 2017
Time: 3:00 p.m.
Where: Liberty Park
Bring your favorite dish to share!

Practice Exercise

- What Content am I writing?
- How can I provide clarity?

Principle 4: Organization

Considerations:

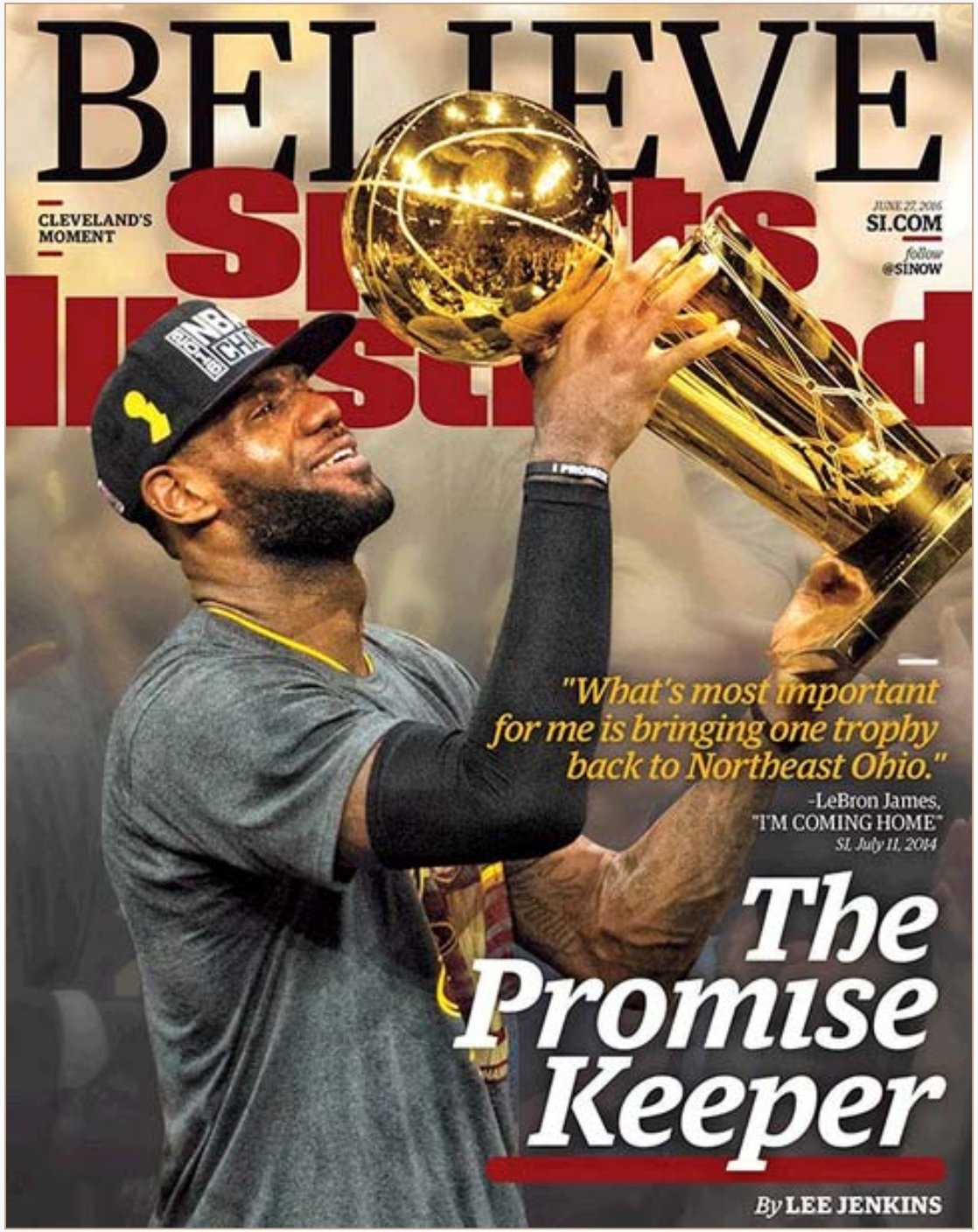
- Does the (Organization) of (Content) fulfill the intended (Purpose) for my (Audience)?

- Does the (Organization)make the (Content)easy to access?

Video Clip

How important is the organization of this content?

- http://www.bodybuilding.com/videos/watch/protein_blueberry_muffins_quick_recipes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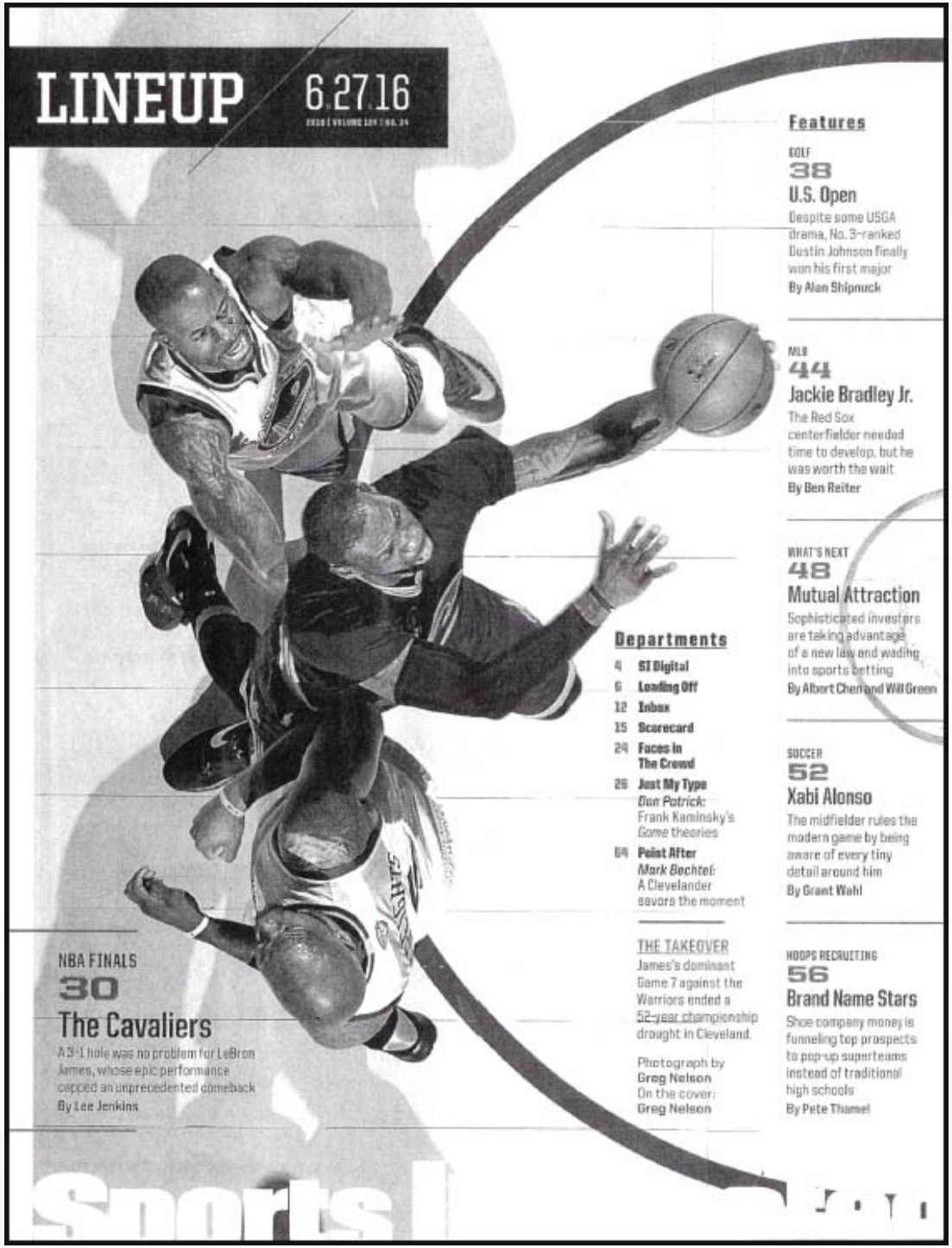

LINEUP

6.27.16
2016 | VOLUME 124 | NO. 24

Features

GOLF
38
U.S. Open
Despite some USGA drama, No. 3-ranked Dustin Johnson finally won his first major
By Alan Shipnuck

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Photograph by
Greg Nelson
On the cover:
Greg Nelson

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By Lee Jenkins

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TRIBUTE

An Athlete Lost in Orlando

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Sabrina Iqbal | *San Jose* | *Golf*

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FACES IN THE CROWD

Edited by ALEXANDRA FENWICK

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POINT AFTER

Agony and Ecstasy

BY MARK BECHTEL

THE LAST TIME the city of Cleveland won a pro sports championship—back in 1964, when the Browns stunned the Colts 27–0 at Municipal Stadium to win the NFL title—the clincher was not shown on local TV. The league's policy in those days was to black out every game in its home market whether or not it was sold out. Which explains why, when I asked my dad last week what he remembered about the celebration in Cleveland, he texted back, "Was in a motel room halfway between Sandusky and Toledo. Long story."

Actually, it wasn't very long at all. My uncle Bob had persuaded him that instead of season tickets, it would be wiser to buy seats to the good games and skip the rest. They saved a few bucks but missed out on guaranteed postseason tickets. Hence the trip to the middle of northwest Ohio, the closest place they could get the game on television.

Fast-forward 18,802 days, to Sunday night. Once again fans were getting together to watch a Cleveland team try to bring home a championship. Instead of doing so in seedy hotels halfway to Indiana, there were 20,000 people gathered inside Quicken Loans Arena and another 15,000 or so outside. Tickets for the watch parties sold out in a matter of minutes, with fans paying—if the scalpers on Prospect Avenue were to be believed (and if you can't trust a scalper on Prospect Avenue, who can you trust?)—upward of $600 to watch the game on the video screens above a floor that was being set up for next month's Republican National Convention, the one event that would feature more bombast than the arena's "MAKE SOME NOISE!" emcee provided.

Sunday also happened to be Father's Day, which explains the half-dozen or so babies at the Q. Pediatricians don't recommend exposing newborns to exploding scoreboards, but the dads—in every case it was the dad carrying the kid—had the same excuse: *I don't care how young this kid is, he/she has to be here for this.* This was a chance for bonding, and fathers and kids have bonded over games since James Naismith was in short pants. That's basically why sports were invented—to make dinner-table conversation possible.

Growing up a Cleveland fan didn't make that bonding experience easy, what with there being no promise of any payoff. So instead of, "Hey, remember that time we went to that victory parade downtown?" you settle for memories like, "Hey, remember that time I nearly choked to death on a hot dog at that Broncos game in 1980, and you cleared my airway by jamming your finger down my throat?" (Good thing we Bechtels have Trump-like fingers. Still—thanks, Dad. A bruised uvula is better than blacking out.) Or counting the remaining crowd during the nightcap of a September doubleheader against the Blue Jays. Or carting the footrest of a lucky chair to a friend's house to watch the Browns lose the 1986 AFC championship game. Still, they're memories.

Growing up a fan of **Cleveland sports** you settle for memories like, "Hey, remember that time I nearly choked to death on a hot dog at that Broncos game in 1980?"

Does this title make up for all of Cleveland's sports woes? Join the discussion on Twitter by using **#SIPointAfter** and following **@SI_MarkBechtel**

At Progressive Field a few hours before tip-off on Sunday, the Indians beat the White Sox in a game in which both teams honored the dads in the crowd. Tom Hamilton told radio listeners how players had brought their fathers to the park to play catch, and in the stands countless families posed for countless pictures. Among them were the Shannons: Denny, a lifer—"I'm an Indians fan because my dad was an Indians fan," he says—and two sons. Devin, a 21-year-old in a Cavs jersey, was excited at the prospect of a championship, but more for his father's sake than his own. "He's been around to see the heartbreak," Devin said.

The hope among Cleveland fans was that a Cavs win would wipe away that collective heartbreak, that half-century of misery. Now that the title has been won, will it? Will the Shimmy, or whatever we decide to call Kyrie Irving's game-winning jumper, eradicate that other Shot, the Drive, the Fumble, the Move and all the rest? Probably not. That's some therapy-level bad juju right there. But it's not to say that Cleveland fans don't feel a little different today.

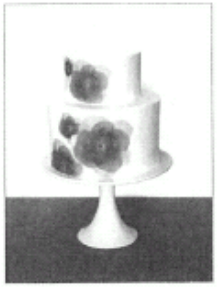
"Well?" I texted my dad late in Game 7.

The simple reply came after the horn: "Like it." □

MARTHA STEWART
weddings
Chic & Easy!
519
Stylish Ways to Breeze Through Your Big Day
The New
NAKED CAKES
Colorful, Delicious & Elegant
DREAM DRESSES
Actress & Supermodel
Lydia Hearst
shows off the prettiest gowns of the season
PLUS!
REAL WEDDINGS FULL OF IDEAS TO STEAL:
ON A FARM, AT A CASTLE & IN ITALY!
WRAP IT UP!
FAST, FUN FAVORS
83 Stress-Free DIY Ideas
marthastewartweddings.com

THE GUIDE

How to find the products and vendors in this issue.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GOOD THINGS

Page 48 For the bow: **FLORAL RAYON RIBBON,** from $25.50/yd., eastcoasttrimming.com. For the sash: ⅞-inch **PAILETTE FLORAL TRIM,** $16/yd.; ⅛-inch **SEQUIN FLOWER BY THE YARD,** in lime, $10/yd.; ⅛-inch **SEQUIN FLOWER BY THE YARD,** in jade, $10/yd.; and imported 1½-inch **CHROMSPUN GROSGRAIN,** in white, $4/yd., mjtrim.com. Aleene's Fabric Fusion **ADHESIVE,** $8 for 4 oz., amazon.com. For the hem fringe: 4-inch **MULTICOLOR FRINGE,** in sage combo, $16/yd.; and Greek key 1⅜-inch **METALLIC JACQUARD,** in Optical White/Silver, $8/yd., mjtrim.com. Dritz Stitch Witchery **FUSIBLE WEBBING,** $4/roll, joann.com. For the sleeve tassels: Naples **TASSEL FRINGE,** $16, 800-965-8746. Dritz Stitch Witchery **FUSIBLE WEBBING,** $4/roll, joann.com.

Page 52 Nine-inch **TAPERS,** in beeswax natural, $13.75 for 2; and 12-inch **TAPERS,** in white and honeysuckle, $12.75 for 2, creative candles.com.

CELEBRATIONS

Pages 61 to 63 RENTALS, Celebration Event Rental, celebrationeventrental.com; Ducky-Bob's Classic Event & Tent Rentals, classicpartyrentals.com. **LIGHTING,** Astounding Sounds and Lighting, astoundingsounds.com. **BRIDE'S ACCESSORIES,** Les Habitudes custom veil, leshabitudes.com; Anthropologie earrings, anthropologie.com; Cartier wedding ring, cartier.us; Studio Baladi engagement ring, studiobaladi.etsy.com; Bhldn garter belt, bhldn.com; Sam Edelman shoes, samedelman.com. **BRIDESMAIDS' DRESSES,** Xscape, shop.nordstrom.com/c/xscape; Vera Wang, verawang.com; Donna Morgan, donna-morgan.com; Dessy Collection by Vivian Diamond, dessy.com. **FLOWER-GIRL DRESSES,** Pippa & Julie, pippaandjulie.com. **GRACE'S DRESS,** Eliza J, elizajdresses.com. **GROOM'S ACCESSORIES,** Calvin Klein tie, calvinklein.com; Banana Republic shirt, bananarepublic.com; Cartier wedding ring, cartier.us; Seiko watch, seikousa.com; Cole Haan belt and shoes, colehaan.com. **RING BEARER'S ATTIRE,** J.Crew suit and tie, jcrew.com; Vans shoes, vans.com. **CAKE SERVER,** Tom Dixon, tomdixon.net. **RING HOLDER,** Bhldn, bhldn.com.

Pages 66 to 67 OFFICIANT, Lauren DaCruz, laurendacruz@gmail.com. **RENTALS,** Classic Party Rentals, classicpartyrentals.com; Found Vintage Rentals, foundrentals.com; Pretty Vintage Rentals,

She Says | He Says

With one master's degree nearly complete and an exotic trip coming up, Sasha Taskier and Tyler Felous's first year of marriage (see their wedding on page 70) has been a whirlwind of planning and memory-making. But for these admitted homebodies, the ordinary nights spent in their own kitchen just may be their favorite time of all.

ONLY AFTER BEING MARRIED DID I LEARN THAT MY SPOUSE ...

"loses his belongings more than most people." | "is an amazing interior designer!"

NOW THAT WE'RE HUSBAND AND WIFE, I'M GLAD WE STILL ...

"hang out while one of us cooks, to talk about something we're reading or studying." | "sit on the kitchen counter to talk and unwind from our day."

A TYPICAL DAY IN OUR LIFE INCLUDES ...

"snuggling with our pointer mix, Albus, when we wake up." | "making coffee for my wife each morning and kissing her good night before going to sleep."

WHAT HAS SURPRISED ME MOST ABOUT BEING MARRIED IS ...

"that it actually feels different from being engaged and living together." | "how fulfilling the small things are—even watching Sasha put on makeup before going out feels special."

TO CELEBRATE OUR FIRST ANNIVERSARY ...

"we're taking a belated honeymoon safari in East Africa!" | "we're going to open the sealed box filled with notes of advice written by guests at our wedding."

IF MARRIAGE COULD BE SUMMED UP IN ONE WORD, IT WOULD BE ...

"blissful." | *"adventure."*

COURTESY SASHA TASKIER AND TYLER FELOUS

Going to a Restaurant

Breakfast Menu — TILL 3PM DAILY

Early Riser

We carry freshly baked local muffins and gourmet bagels
Muffin: $1.95 Bagel: $1.95 Cream Ch: $2.95 The CBT: $5.95

**** Eggs Any Style** $8.95
Two organic farm fresh eggs your choice of bacon, ham, sausage or turkey bacon served with homefries and toast

Fresh Fruit Kebobs $8.95
Skewered fresh fruit and berries with vanilla yogurt

Organic Steel-Cut Oatmeal $5.95/8.95
With cinnamon apples and dried cranberry topped with brown sugar and strawberries

Organic Harvest Granola $9.95
Served with fresh fruit and vanilla yogurt

Omelets

served with homefries and toast, sub fruit $1.50 add multi-grain, english muffin or bagel $1.00
* small size subtract $2.00 sub egg whites $1.75

Plain Jane Omelet $8.95
American Cheese

Avocado BLT Omelet $11.95
Avocado, crisp bacon, spinach and plum tomato with Vermont white cheddar cheese

Shady Orchard Omelet $11.95
Honey ham, apple, caramelized onion & goat cheese

NEW **The Cornerstone Omelet** $12.95
Turkey bacon, artichoke heart, caramelized onion & swiss cheese

Down Port Omelet $12.95
Jumbo lump crab meat, asparagus, crisp bacon, roasted red peppers & smoked gouda

Mediterranean Omelet $10.95
Baby spinach, plum tomato, sautéed onion & crumbled feta cheese

Delancey Street $11.95
Crispy bacon, spinach, mushroom, tomato, onion & swiss cheese

The "Dig Me" Omelet $11.95
Egg whites, spinach, turkey & jack cheese

SPICY **Huevos Migas Omelet** $11.95
Chorizo sausage, tomato, green pepper, onion & jalapeño havarti

Benedict Arnold $12.95
Two organic poached eggs served on toasted english muffin, grilled ham, roasted red pepper, green onions & topped with creole style hollandaise sauce

Breakfast Burritos

served with homefries and mango salsa
sub fruit $1.50

Original Burrito $10.95
Scrambled eggs, sausage, peppers, onion & jack cheese with homefries and salsa

Bandito Burrito $10.95
Scrambled eggs, crisp bacon, potato, roasted red pepper & smoked gouda with salsa

Miss Lucy's Tortilla Scramble $11.95
Creole style scrambled eggs, sausage, potato, green onion, served on two corn tortillas with melted cheddar & sour cream

Gringo Burrito $10.95
Egg whites, turkey, baby spinach & jack cheese wrapped in a warm whole wheat tortilla

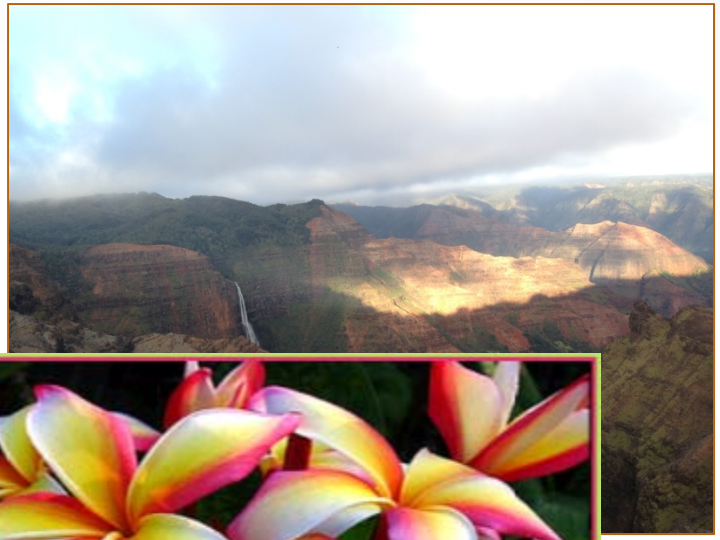
Good Burrito $10.95
Scrambled eggs, baby spinach, mushroom, onion, plum tomato & fresh mozzarella

NEW **Ranchero Quesadilla** $11.95
Scrambled eggs, black bean, roasted corn & roasted red peppers with melted jalapeño jack on a grilled whole wheat tortilla

** This menu item can be cooked to your liking. Consuming raw or under cooked meat, poultry, eggs or shellfish may increase the risk of food bourne illness.

Organizational Tools

- Context
- 3x5 Cards/Post-it Notes
- Headers
- Outline
- Bulleted Lists
- Numbered Lists
- Tables



Content

- Hotel, Rental Car, Flight, Beach Gear, Whales, Surfing, Food 1, Food 2, Food 3, Food 4, Food 5, Food 6, Pearl Harbor, Tortilla Republic, Sunset Dinner, Botanical Garden, Pictures, Apple Banana Bread, Flight Home, Drive Home, Pictures, Laie, Kauai, Swimming with the Turtles

- How could this (Content) be (Organized)?

Post-It Notes

Headers

Food

Day 1, Day 2, Day 3, Day 4, Day 5, Day 6, Tortilla Republic, Apple Banana Bread

Transportation

Rental Car, Drive to the airport, drive home from the airport

Activities

Pearl Harbor, Sunset Dinner, Botanical Garden, Surfing, Whale Watching

Important Things to Bring:

Beach Gear, Camera, Phone Charger, Beach Gear

Tables

Topic	Description
Food	• Day 1, Day 2, Day 3, Day 4, Day 5, Day 6 • Places to go: Tortilla Republic • Food to Eat: Apple Banana Bread
Transportation	• Rental Car • Transportation to the airport • Transportation home from the airport
Activities	1. Pearl Harbor, Sunset Dinner, and Botanical Garden. 2. Surfing, Whale Watching, Hukilau Beach, Swim with the turtles. 3. Watch the dolphins dance, Lighthouse excursion, and horseback riding on the beach.
Things to Bring	Beach Gear, Camera, Phone Charger, Sunscreen, Surfboard, lots of money $

Practice Exercise

- What strategies will I use to organize the Content? (Tables, Post-It Notes, Lists, Headers)
- Is the Content easy to access?

Principle 5:
Style and Grammar

Considerations:

- After Analyzing the (Audience), determining the (Purpose), Adding (Content), and (Organizing) the Content, it is time to consider the details (Grammar and Style).

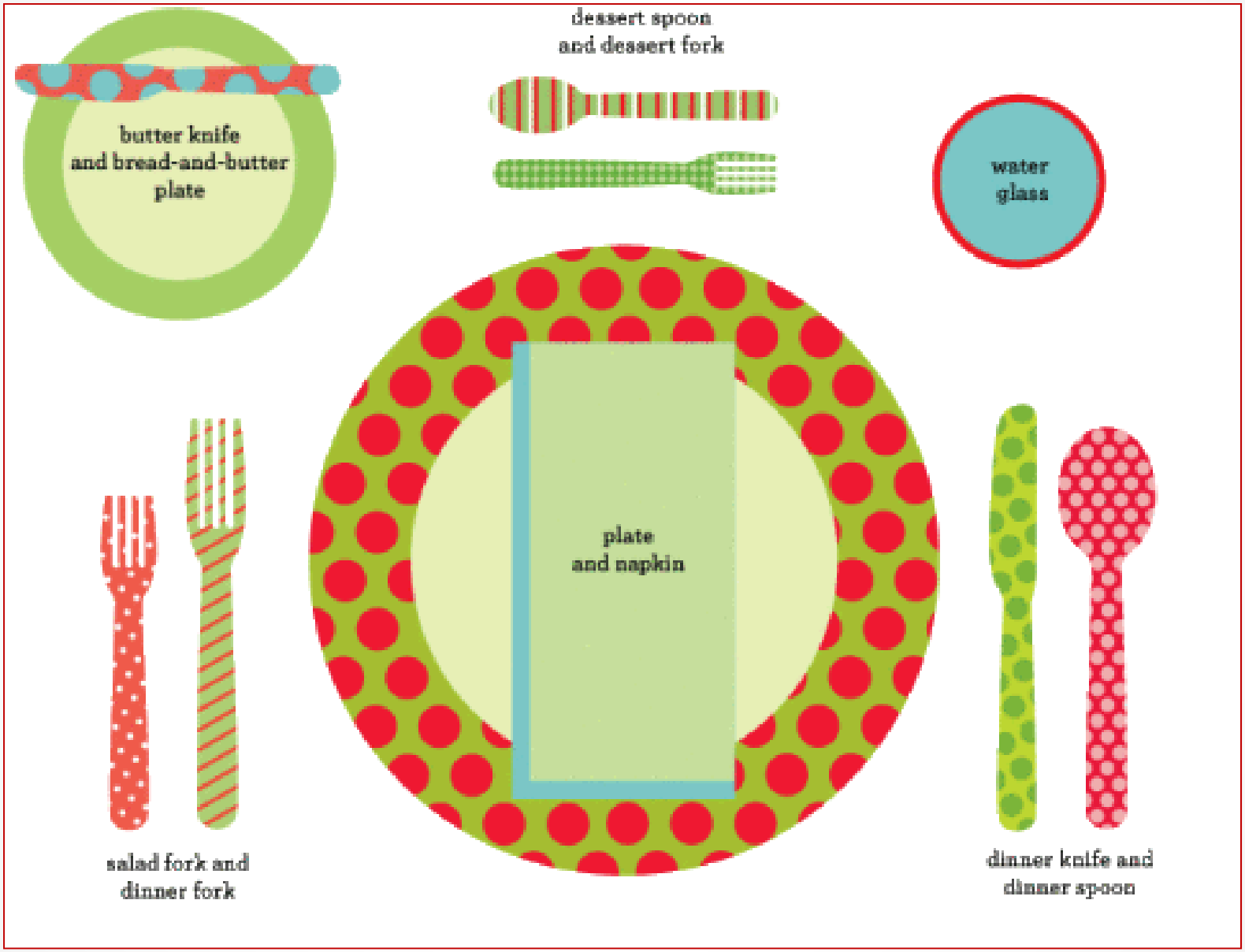
- The details are determined by standards.

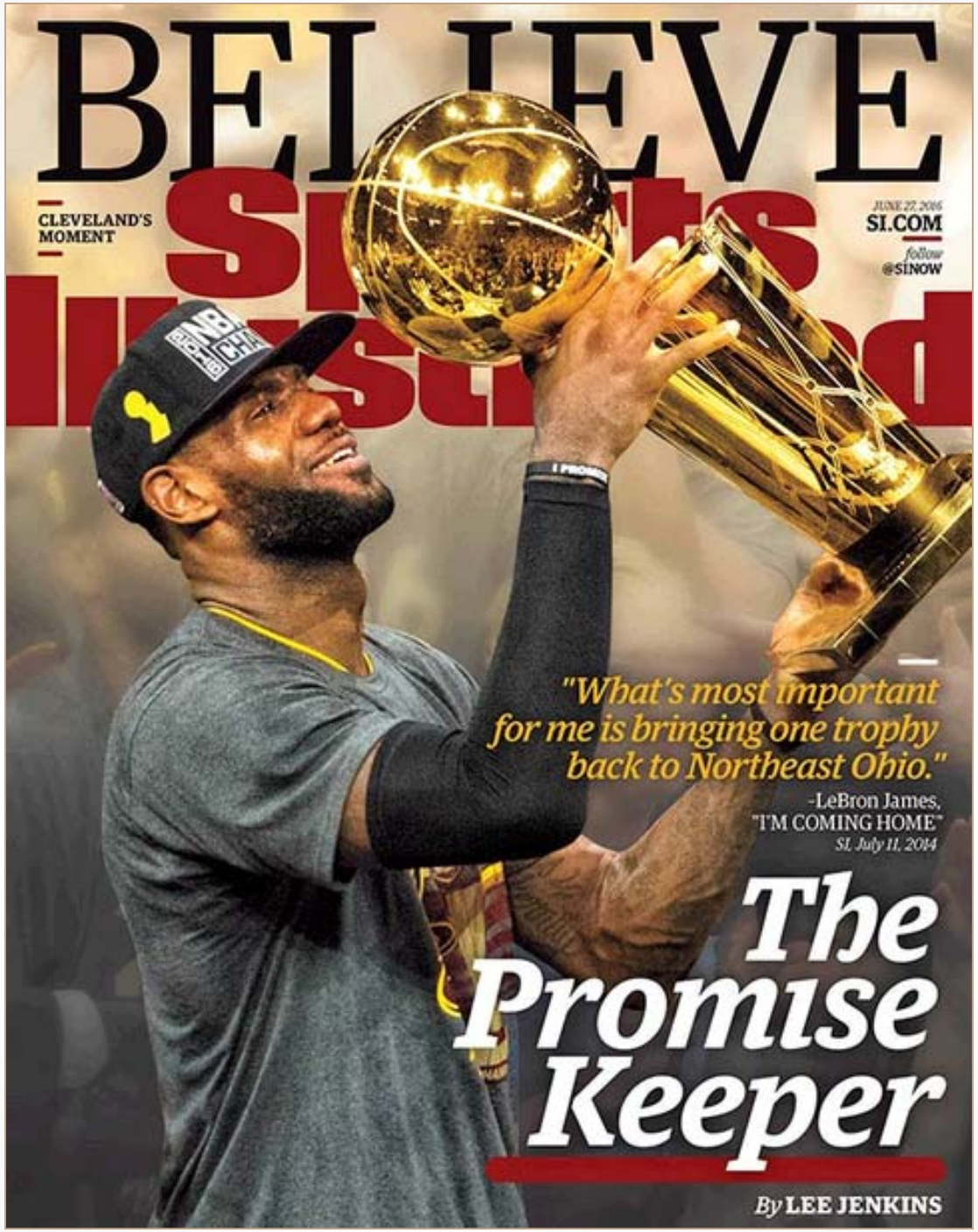
Chocolate Chips: An Important Detail

Do you want a "blank cookie" or a chocolate chip cookie?

Small Detail that Makes a Big Difference

Style / Standard


butter knife
and bread-and-butter
plate
dessert spoon
and dessert fork
water
glass
plate
and napkin
salad fork and
dinner fork
dinner knife and
dinner spoon


BELIEVE
CLEVELAND'S MOMENT
JUNE 27, 2016
SI.COM
follow @SINOW
"What's most important for me is bringing one trophy back to Northeast Ohio."
-LeBron James, "I'M COMING HOME" SI, July 11, 2014
The Promise Keeper
By LEE JENKINS

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U.S. Open
Despite some USGA drama, No. 3-ranked Dustin Johnson finally won his first major
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Jackie Bradley Jr.
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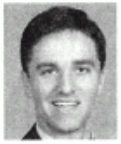

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MARTHA STEWART
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519
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The New
NAKED CAKES
Colorful, Delicious & Elegant
DREAM DRESSES
Actress & Supermodel
Lydia Hearst
shows off the prettiest gowns of the season
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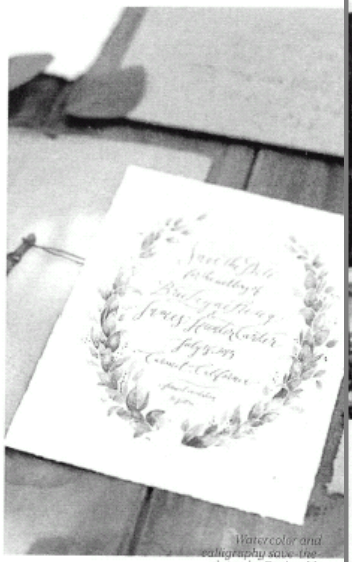
REAL WEDDINGS FULL OF IDEAS TO STEAL:
ON A FARM, AT A CASTLE & IN ITALY!
WRAP IT UP!
FAST, FUN FAVORS
83 Stress-Free DIY Ideas
marthastewartweddings.com

After the ceremony, the bride, in Galia Lahav, and groom, in Gucci, stole a quiet moment among the Santa Lucia Preserve's soaring redwoods.



Watercolor and calligraphy save-the-dates, by Burbank's Tiny Pine Press, came wrapped in handmade kraft paper and sealed with a small twig.

BREELAYNE RING & JAMES HUNTER CARTER

July 18, 2015, Carmel, California

When BreeLayne Ring and James Hunter Carter started planning their wedding, they knew they wanted to create a woodland fantasy for their guests. The spot they chose for their vows, within a 20,000-acre preserve in the hills of Carmel, is called a fairy ring: a natural circle of towering ancient redwoods that all sprang from the same parent. A quartet played music from *The Legend of Zelda*, golden rays from a setting sun streamed through the trees, and the bride rode off afterward on a white horse. "We both had always wanted to get married in the woods, and we're pretty spiritual and connected to our environment," says BreeLayne. "It ended up being so magical, like we were on another planet."

The two met in 2011, after he saw her walking her dog on the West Hollywood street where they both lived. They immediately hit it off. Two years later, James proposed by attaching a ring to the wheaten terrier's collar, and the creative couple—she's a fashion designer, and he's an entertainment consultant—started planning their wedding. "We mixed and matched vintage pieces from different eras, everything from chairs to china, silverware, and glassware, which gave it a feeling of timelessness," says James.

To maximize the impact of the landscape, they kept the location a secret, transporting 160 guests via shuttle to the stretch of pristine, untouched nature set among rolling hills. The bride and her father walked down an aisle covered in white rose petals and gardenia blooms, and in a nondenominational ceremony, the pair exchanged vows they had written themselves. After BreeLayne's dramatic horseback exit, guests were ferried to the preserve's 1920s barn. There they enjoyed a dinner that included farm-fresh fare (grilled-peach and candied-pecan salad) combined with southern comfort food (buttermilk fried chicken so good, it even met Louisiana native James's standards) amid dancing and toasting. In an especially old-fashioned touch, the preserve didn't have cell reception, "so everyone was present and in the moment," says BreeLayne. A bit of magic, indeed. —*Sara Morrow*

THIS PAGE AND OPPOSITE: SOURCE OF PHOTOGRAPHY

The couple incorporated symbols from different religions, including a 14-foot chuppah decorated with fresh ferns, amaranthus, hops vines, gardenias, tuberose, clematis, spray roses, and more.

A PERFECT DAY

"WE WANTED IT TO BE INTIMATE AND ROMANTIC. BY THE TIME THE CEREMONY TOOK PLACE, THE SUN WAS JUST SETTING THROUGH THE TREES." —*BreeLayne*

The couple asked guests to wear neutral colors to the wedding. "People didn't quite get it at first," says the bride. "But we wanted everything to play off of the natural beauty that was already there."

Organdy stitched pouches held the escort cards on a bed of moss and bark.

The cascading arrangements included 'Moondance' and floribunda roses, sword ferns, smilax, maidenhair ferns, and amaranthus.

One of BreeLayne's bridesmaids was in a dress from Dreamers & Lovers, and the other wore a vintage gown.

Meandering vines were arranged to "grow" up the barn's rafters and drape along chandeliers with eucalyptus and smilax.

SOURCES

Location and catering Santa Lucia Preserve

Event planning Sacks Productions

Flowers Mindy Rice Floral and Event Design

Photography Sylvie Gil Photography

Stationery Tiny Pine Press

Calligraphy The Wells Makery

Cake Hansen's Cakes

Music Kelly Productions (ceremony); DJ Geezus (reception)

Videography Paperback Wedding Films

Bride's gowns Galia Lahav (ceremony); Inbal Dror (reception)

Hair Trace Henningsen Bridal

Makeup Stevi Christine

Groom's suit, tie, shirt, and shoes Gucci

See The Guide for more vendor sources

Details/Standards

- The chocolate chips in a cookie are the little detail that makes a big difference.
- A place setting is a standard for everyone to know what to expect when they go to a restaurant.
- Following standards and grammar rules help each writer effectively communicate the message to their Audience.

National Standards

- https://www.utb.uscourts.gov/forms/local
- http://www.uscourts.gov/forms/bankruptcy-forms
- https://www.utb.uscourts.gov/national-forms

Local Standards

- Each court will have their own local standards and procedures. For example, letterhead, signatures, required documents, etc.
- What are some local standards?

Utah Local Rule

Local Rule 5005-3 Filing Papers - Size and Form of Papers (2014)

(a) Size. The original of all pleadings, motions, and other papers electronically filed must be on 8-1/2 x 11 inch white paper, with a top margin of not less than 1-1/2 inch, a left-hand margin of not less than 1 inch, and plainly typewritten or printed in not less than 12 point type on only one side of each page. All orders presented for filing must have a top margin of not less than 2-1/2 inches on the first page.

(b) Form. Originals and copies of all papers must be double-spaced except for quoted material, footnotes, and form documents approved by the court. Each page must be numbered consecutively at the bottom of the page. This format may vary to comply with any applicable forms adopted by this court or prescribed by the Judicial Conference of the United States. Service copies may not be reduced by more than 2 reduced pages per printed side.

‹ Local Rule 5005-2 Filing Papers- Electronic Filing (2014) up Local Rule 5007-1 Record of Proceedings and Transcripts (2014) ›

https://www.utb.uscourts.gov/local-rules/2014/5005/3

This order is SIGNED.

Dated: June 30, 2016

R. KIMBALL MOSIER
U.S. Bankruptcy Judge

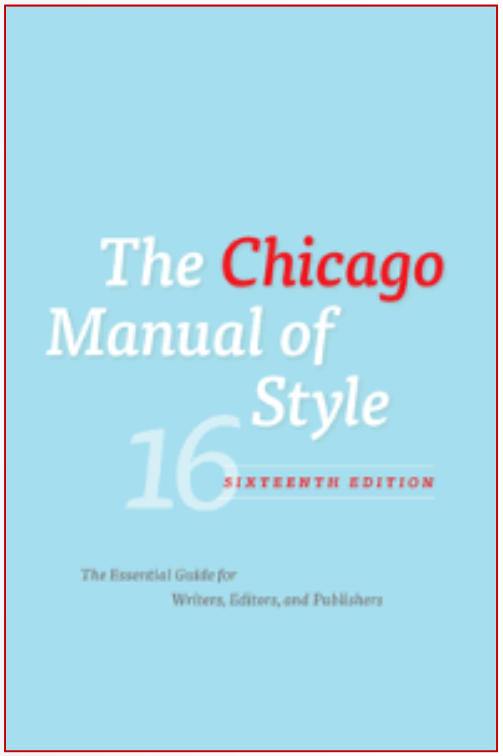
Lon A. Jenkins (4060)
Tami Gadd-Willardson (12517)
Ryan C. Cadwallader (13661)
Brian J. Porter (14291)
OFFICE OF THE CHAPTER 13 TRUSTEE
405 South Main Street, Suite 600
Salt Lake City, Utah 84111
Telephone: (801) 596-2884
Fax: (801) 596-2898
Facsimile: (801) 596-2898

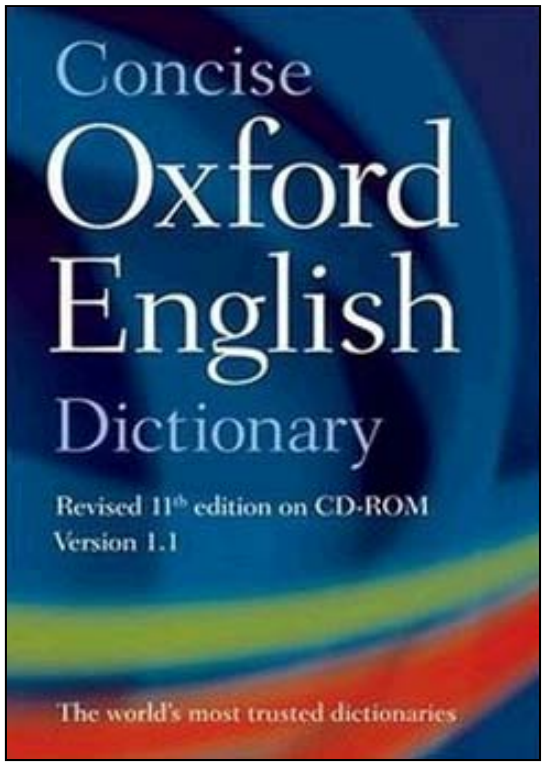
UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF UTAH
CENTRAL DIVISION

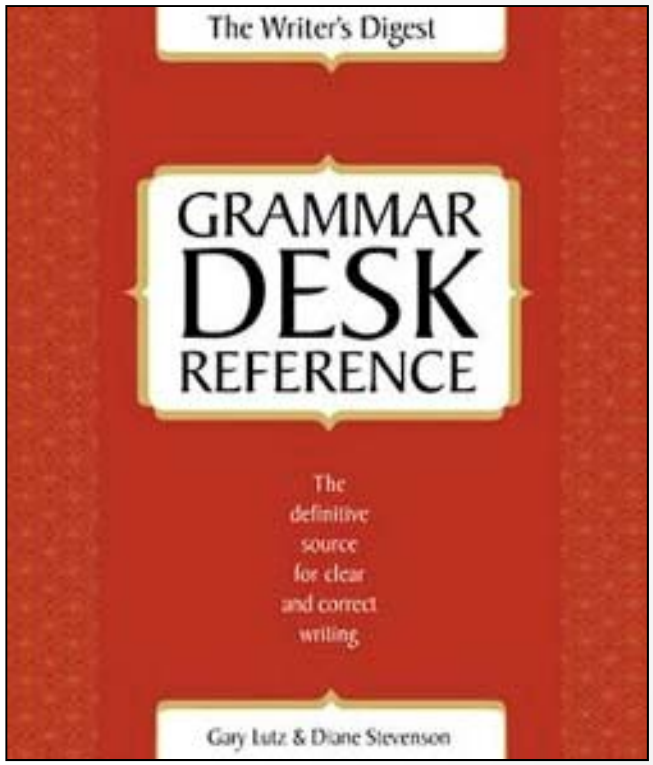
IN RE: JOSE M ALONSO, SR. SARA ALONSO Debtors	CASE NO: 16-20015 Chapter 13 Hon. R. KIMBALL MOSIER

ORDER OF DISMISSAL PURSUANT TO TRUSTEE'S DECLARATION OF NON-COMPLIANCE WITH TRUSTEE'S MOTION TO DISMISS

Style/Standard







Grammar

- Punctuation
- Spelling
- Commas
- Articles
- Prepositions
- Tense Consistency
- Sentence Structure
- Correct use of Nouns, Verbs, Adjectives, Adverbs, Subjects and Objects

Available resources from Purdue University:
https://owl.english.purdue.edu/exercises

Details

- How can the details enhance communication?
- How does the lack of detail detract from communication?
- If words are misspelled, credibility is compromised.

Horserace

Horse knows when he is going to race. How does he know? His breakfast was scanty. (He is angry about that.) He does not have saddle on his back. He is being led, not ridden, to grandstand. He is led under grandstand into unusual, special stall. Horse is nervous. Sometimes he does not know what to do when starting gate flies open and track is before him. If he does not begin to run instantly, other horses are already ahead of him.

Horserace with Details

A Horse knows when he is going to race. How does he know? His breakfast was scanty. (He is angry about that.) He does not have **a** saddle on his back. He is being led, not ridden, to **the** grandstand. He is led under **the** grandstand into **an** unusual, special stall. **The** horse is nervous. Sometimes he does not know what to do when **the** starting gate flies open and **the** track is before him. If he does not begin to run instantly, other horses are already ahead of him.

A, An, The

- If the noun is modified by an adjective, the choice between a and an depends on the initial sound of the adjective that immediately follows the article:

- "A" and "An" signal that the noun is indefinite, referring to any member of a group. For example: "**My daughter really wants a dog for Christmas.**" This refers to **any** dog. We don't know which dog because we haven't found the dog yet.

- "**When I was at the zoo, I saw an elephant!**" Here, we're talking about a specific noun. There is probably only one elephant at the zoo.

- The definite article is used before singular and plural nouns when the noun is specific or particular. The signals that the noun is definite, that it refers to a particular member of a group. For example: "**Let's read the book**," indicates a specific book. "**Let's read a book**," indicates any book, rather than a specific book.

Their, There, They're

- **Their** – The possessive form of they, showing ownership or belonging. If something belongs to them, it's their item.
  Michal and Lola left <u>their</u> car at home as it was a fine night.
- **There** – The word "there" is used when identifying a place or location. **Michael dropped his coat on the floor. Lola said, "Don't put it <u>there</u>, Michael. Hang it on a hook."**
- **They're** – The contraction for "they are".
  "Where are my parents meeting us?" asked Lola. "<u>They're</u> meeting us at the restaurant" said Michael.

Affect/Effect

Affect = verb meaning to influence:

- **Will lack of sleep affect your game?**

Effect = noun meaning result or consequence:

- **Will lack of sleep have an effect on your game?**

Effect = verb meaning to bring about, to accomplish:

- **Our efforts have effected a major change in university policy.**

Its / It's

It's = contraction for "it is" or "it has":

- **It's still raining; it's been raining for three days.**

Its = possessive adjective (possessive form of the pronoun it):

- **The crab had an unusual growth on its shell.**

Accept/Except

Accept = verb meaning to receive or to agree:

- **He accepted their praise graciously.**

Except = preposition meaning "all but", or "other than":

- **Everyone went to the game except Alyson.**

Grammar Quiz

A, An, The

1. I want ____ apple from that basket.

2. ____ church on the corner is progressive.

3. I borrowed ____ pencil from your pile of pencils and pens.

Their, There, and They're

1. You can put your shoes over _____.
2. _____ shoes were dirty, so they left them outside.
3. _____ just walking around barefoot now.

Affect/Effect

1. Television has a strong _____on public opinion.

2. My mood can _____ my thinking too.

3. The _____ of the speech was visible on the faces of the sleeping audience.

Its / It's

1. The cat had eaten all _____ food.

2. "_____ been a great day."

3. "Give me a shout when _____ ready" she said.

Accept or Except

1. The whole army is out of step _____ Fred.

2. I'll _____ no money from that cheapskate.

Practice Exercise

- Where can I verify local and national standards?
- What resources can I use to verify spelling and grammar?

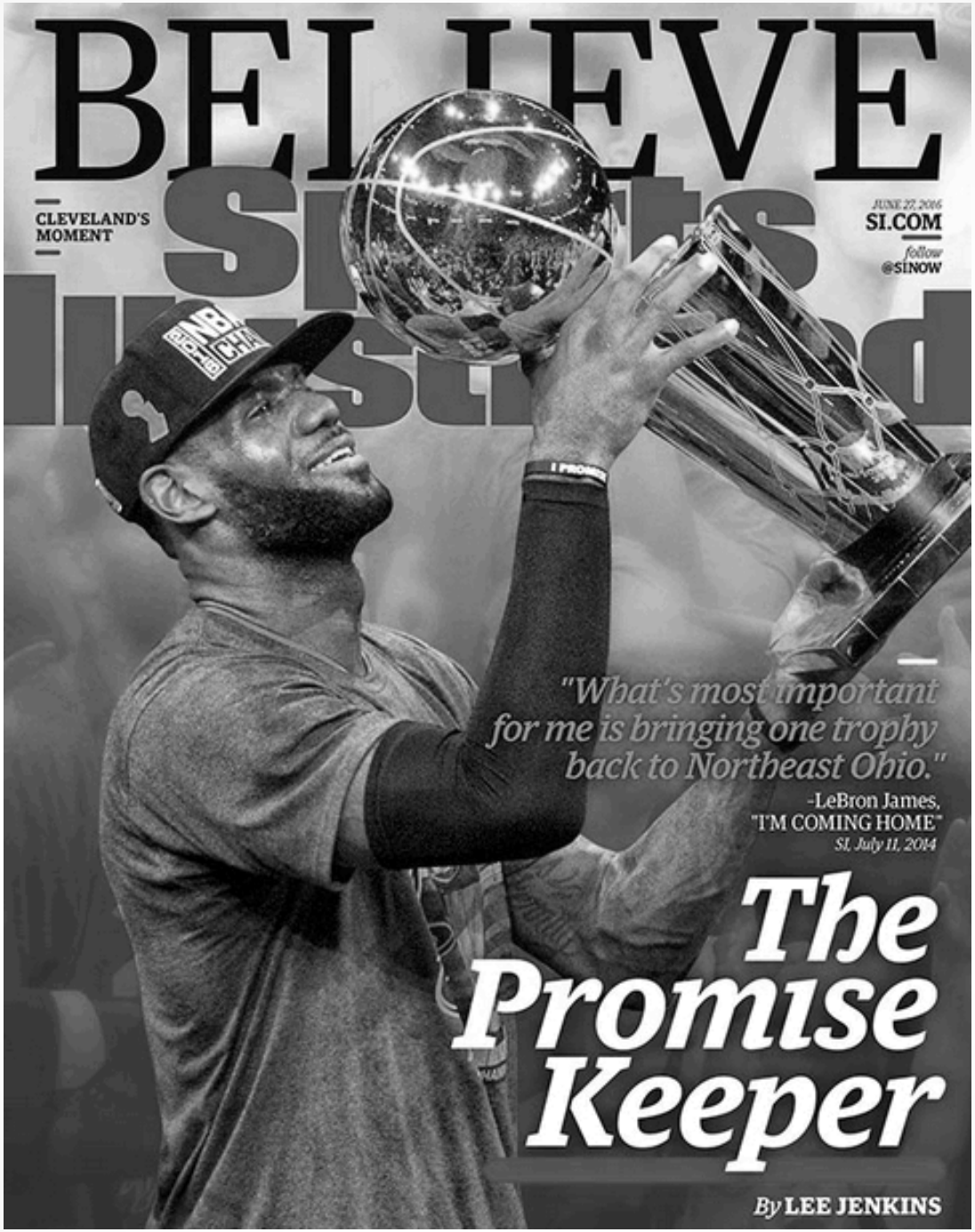
Principle 6: Presentation

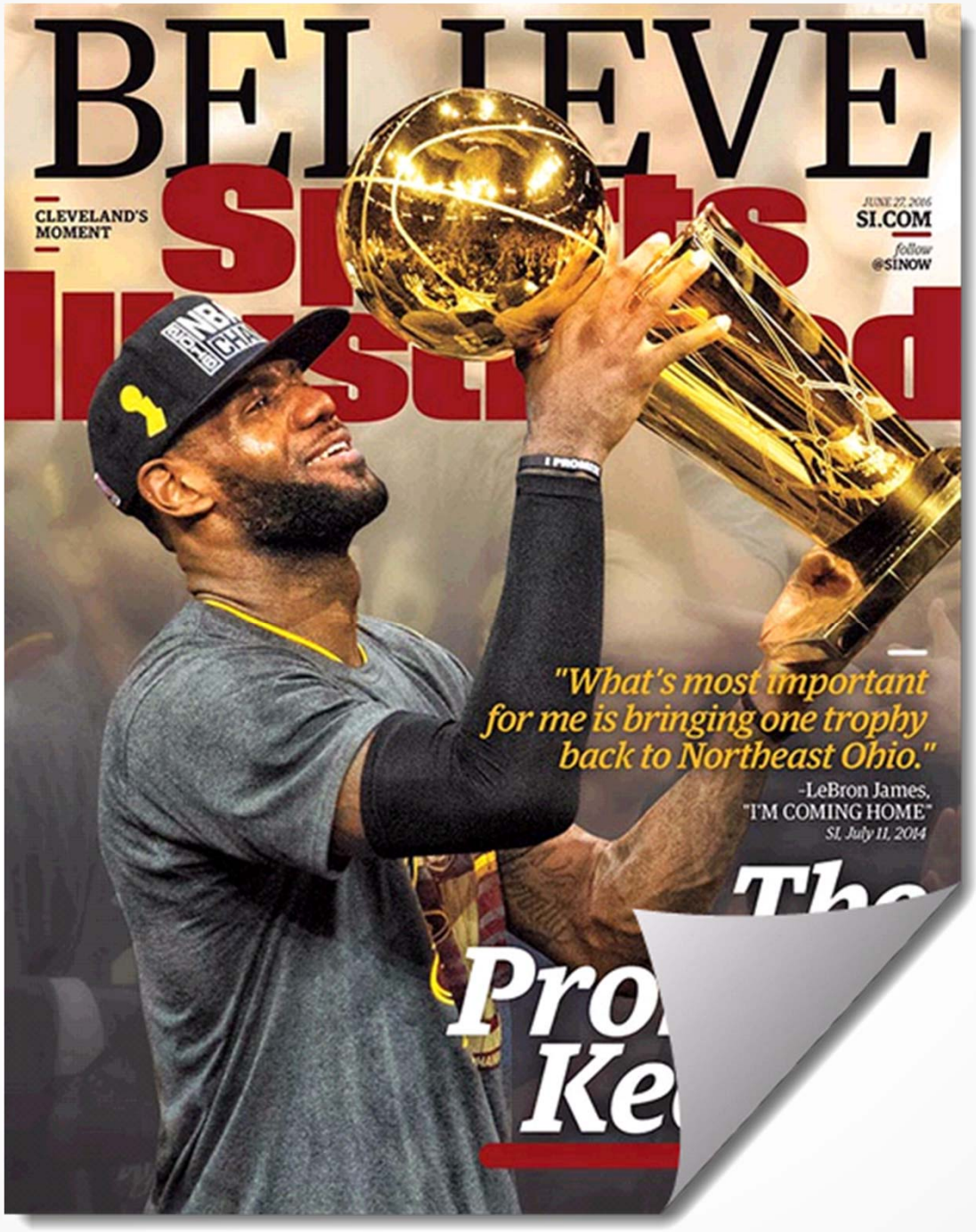
Considerations:

- Does the (Presentation) match the (Content)?

BELIEVE
The Promise Keeper
By LEE JENKINS

BELIEVE
The Promise Keeper


BELIEVE
CLEVELAND'S MOMENT
JUNE 27, 2016
SI.COM
follow @SINOW
"What's most important for me is bringing one trophy back to Northeast Ohio."
-LeBron James, "I'M COMING HOME" SI, July 11, 2014
The Promise Keeper
By LEE JENKINS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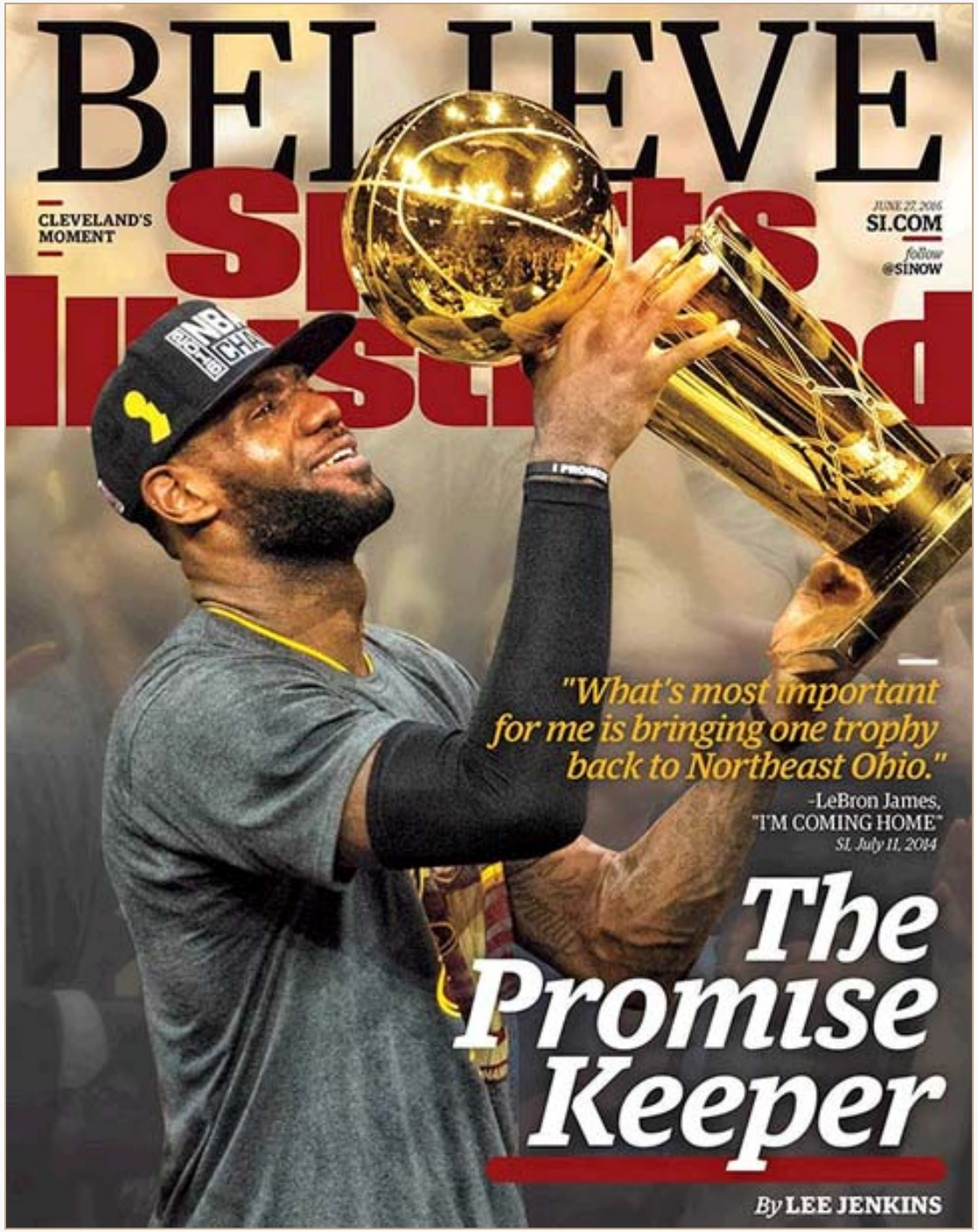
BELIEVE
sports illustrated
The Promise Keeper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The Promise Keeper
By LEE JENKINS

MARTHA STEWART
weddings
Chic & Easy!
519
Stylish Ways to Breeze Through Your Big Day
DREAM DRESSES
Actress & Supermodel
Lydia Hearst
shows off the prettiest gowns of the season
PLUS!
REAL WEDDINGS FULL OF IDEAS TO STEAL:
ON A FARM, AT A CASTLE & IN ITALY!
The New
NAKED CAKES
Colorful, Delicious & Elegant
WRAP IT UP!
FAST, FUN FAVORS
83 Stress-Free DIY Ideas
marthastewartweddings.com

weddings

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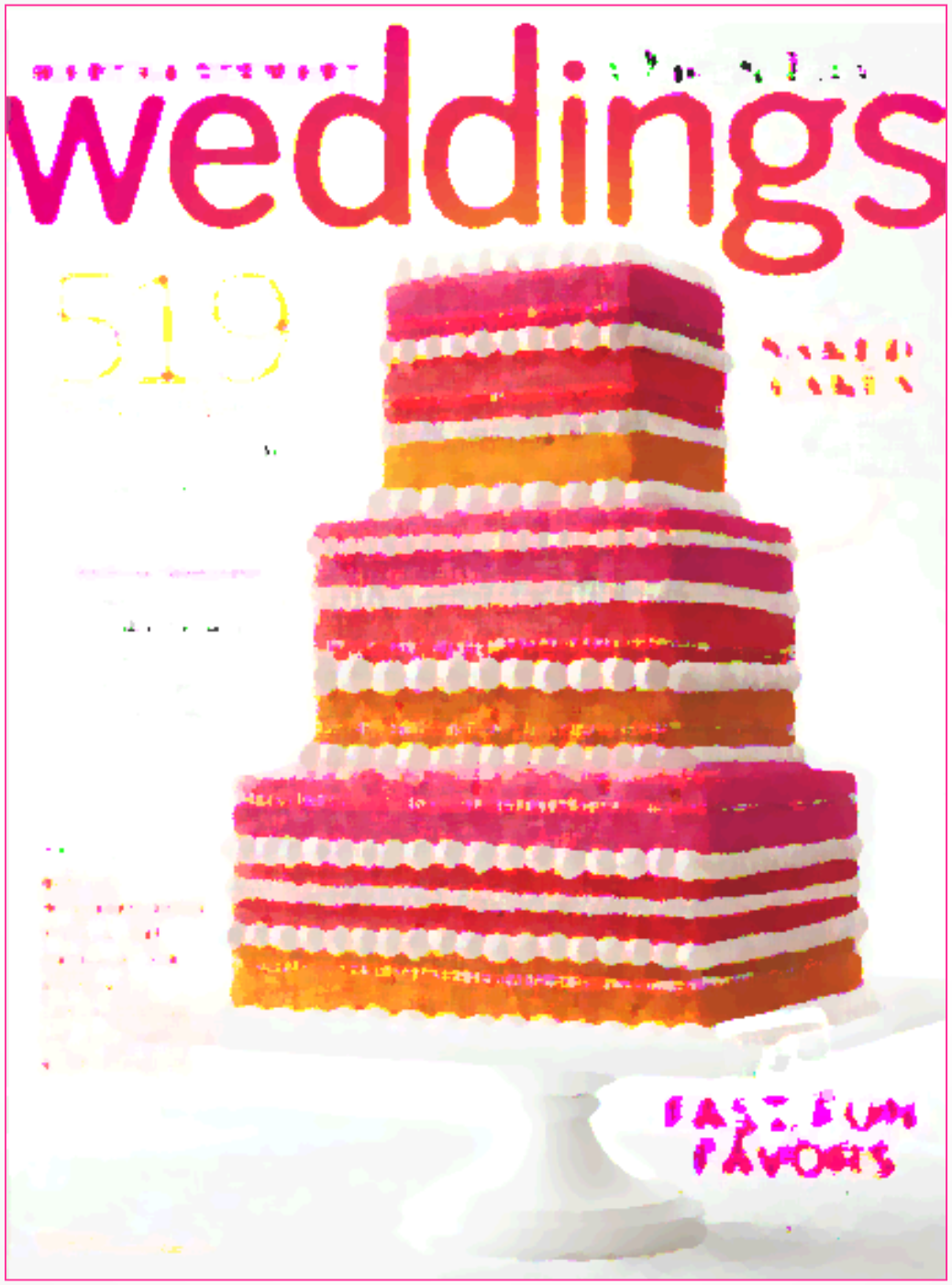
weddings

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weddings
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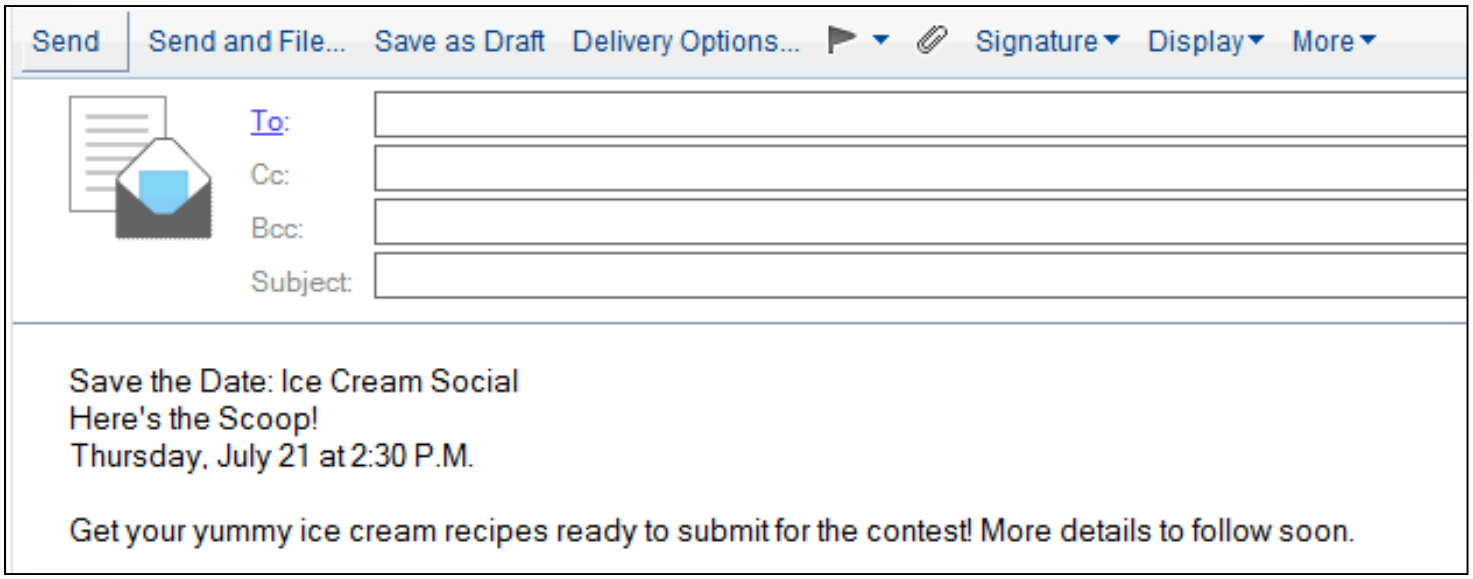
marthastewartweddings.com

Quote

- “A Journey of a thousand miles begins with a single step”. Confucius

"A journey of a thousand miles begins with a single step"
—Confucius
HEALTHY CARROT


Send
Send and File...
Save as Draft
Delivery Options...
Signature
Display
More
To:
Cc:
Bcc:
Subject:
Save the Date: Ice Cream Social
Here's the Scoop!
Thursday, July 21 at 2:30 P.M.
Get your yummy ice cream recipes ready to submit for the contest! More details to follow soon.

Save-the-Date:
Ice Cream Social

HERE'S THE SCOOP!

Thursday, July 21 @ 2:30 P.M.

Get your yummy ice cream recipes ready to submit for the contest! More details to follow soon.

We're Getting Married.

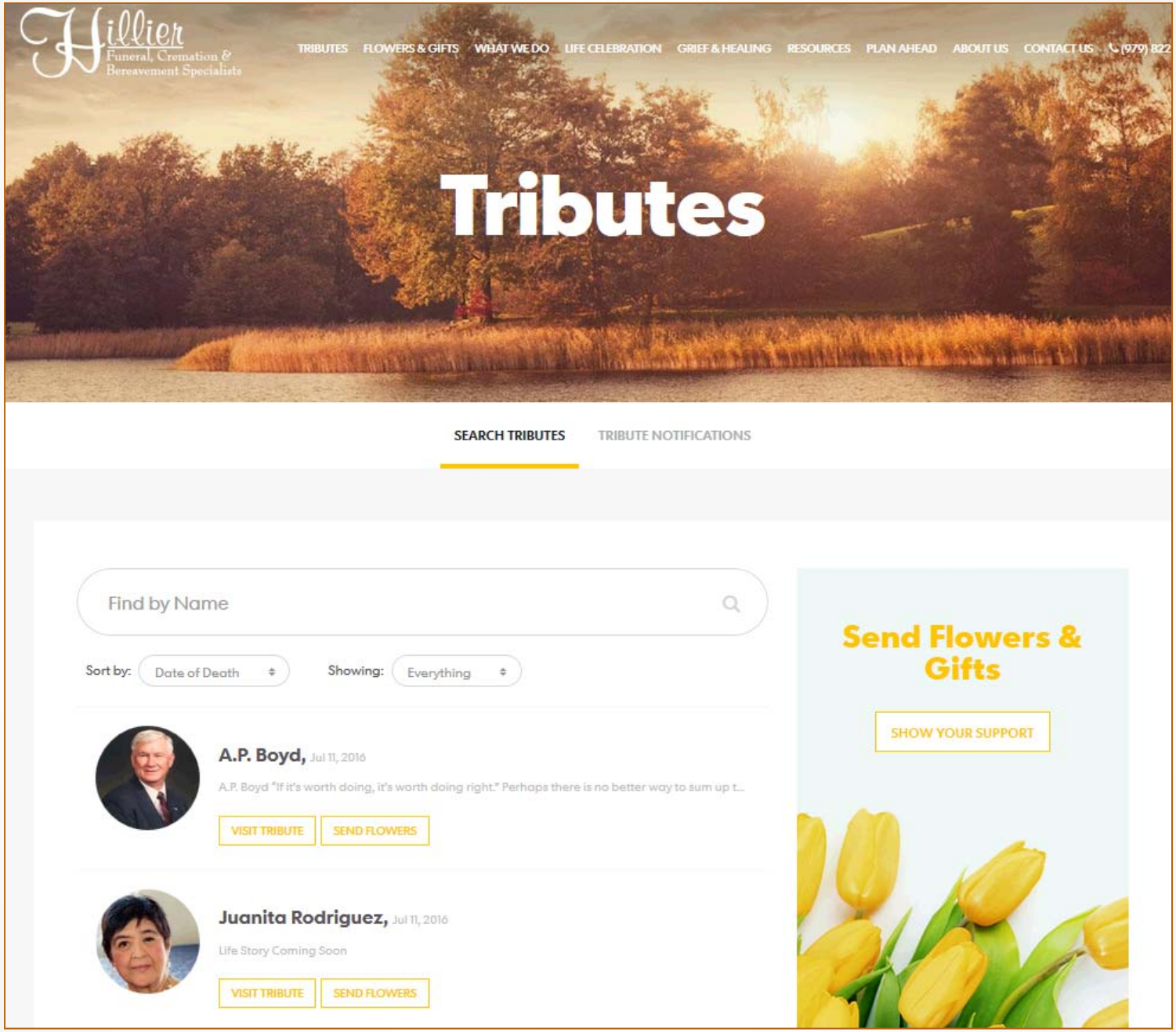
Come join with us in our Celebration on October 12, 2016.

Parents of the Bride: Doug and Cindy Weiss

Parents of the Groom: Julie and Dr. Carmichael

Matthew
&
Sorenia
Bushwick
March 1st,
2014
We're Married!
MATTHEW & SORENIA
PROUDLY ANNOUNCE THEIR MARRIAGE
IN PUNTA GORDA, FL.
© lilduckduck.com

SAVE
THE DATE
JACQUE
AND
DANIEL
09 22 2015
CANCUN, MEXICO


Hillier
Funeral, Cremation & Bereavement Specialists
TRIBUTES
FLOWERS & GIFTS
WHAT WE DO
LIFE CELEBRATION
GRIEF & HEALING
RESOURCES
PLAN AHEAD
ABOUT US
CONTACT US
(979) 822
Tributes
SEARCH TRIBUTES
TRIBUTE NOTIFICATIONS
Find by Name
Sort by:
Date of Death
Showing:
Everything
A.P. Boyd, Jul 11, 2016
A.P. Boyd "If it's worth doing, it's worth doing right." Perhaps there is no better way to sum up t...
VISIT TRIBUTE
SEND FLOWERS
Juanita Rodriguez, Jul 11, 2016
Life Story Coming Soon
VISIT TRIBUTE
SEND FLOWERS
Send Flowers & Gifts
SHOW YOUR SUPPORT

Send Beautiful Flowers

Share a Memory

Share

Obituary for Chester Louis Koudelka

Chester Louis Koudelka

"You were born an original," author John Mason declares. "Don't die a copy!" Friendly and unique, Chester Koudelka lived boisterously by this adage, filling his fifty-two years with drama and love.

He was born in Bryan on January 11, 1963, to Joe Charles Koudelka and Syble Ann (Grisham) Koudelka, an Alcoa aluminum worker and a homemaker, respectively. Along with his sister, Anita Ann Koudelka, and his brother, David Benton Koudelka (and wife Joyce Ann), Chester was brought up on farms in Caldwell and Dime Box, Texas, where he regularly indulged in as much trouble as he could find while learning to work hard as he hauled hay behind his sister, who drove their tractor. In the country, Chester chased cows and rode pigs, and later in town, he enjoyed both chasing girls and being chased at high speeds by police during his time at Caldwell High School. He later boasted that all his exes lived in Texas but that he wasn't afraid to remain here.

Eventually, Chester earned his diploma and worked as an oil field truck driver and construction supervisor, with multiple trade certificates to his name. Drinking and dancing with a flare all his own at The Cowboy Dance Club and Lonesome Dove Bar (in Bryan) after hours, Chester laughed and fell in love many times, reveling not only in the drama he created, but also his role as father to his three children: Amy Nicole Koudelka (32), Sierra Charisse Koudelka (23) and Chester Killian Koudelka (21). To them, Chester was a constant, attentive presence that kept in touch daily. Together, they enjoyed trips to Kemah, to Galveston, to various waterparks and even to Colorado —where Chester complained of discomfort, caused by the effect of the mountain cold on the rod in his leg, just so he could stay in the lodge and drink Crown Royal rather than venture further into the Rockies. As he hit the road in the oil field, Chester sipped his favorite hazelnut coffee and never tired of listening to favorites such as Return of the Mack (which became his theme song) and in more tender moments, Almost Home (by Craig Morgan) as he reminisced about his childhood.

Unforgettable to his family and friends, Chester remains a loveable original who cheated at golf, chafed under new technology (like smartphones and Facebook) and marveled at the antics of professional "wrasslers" such as Randy Orton, Stone Cold Steve Austin and The Rock, all of whom had him convinced that their sport was real. He recklessly pursued each adventure that came along on a motorcycle, in a fast car or boat, witnessing to others that: "When you mess with the bull, you get the horns." Often, he crashed the vehicles he drove, but at least he found comfort in the constant affection of his dogs: Cocoa and Moose (both Labrador mixes) and even Molly (his "granddog").

Friends and family will gather in celebration of Chester's life from 1-3 PM on Sunday, December, 6, 2015 with a Life Celebration beginning at 3 PM at Hillier Funeral Home of Bryan.

Send Beautiful Flowers

Share a Memory

Share

Obituary for Karter Harris

Precious Little Karter Harris

I`m just a precious little one
who didn`t make it there.
I went straight to be with Jesus,
but I`m waiting for you here.

Many dwelling here where I live,
waited years to enter in.
Struggled through a world of sorrow,
a world marred with pain and sin.

Thank you for the life you gave me,
it was brief but don`t complain.
I have all Heaven`s Glory,
suffered none of earth`s great pain.

Thank you for the name you gave me.
I`d have loved to bring it fame.
But if I`d lingered in earth`s shadows,
I would have suffered just the same.

So sweet family-don`t you sorrow.
Wipe those tears and chase the gloom.
I went straight to Jesus` arms
from my loving Mother`s womb.

To send flowers or a memorial gift to the family of Karter Harris please visit our Sympathy Store.

Presentation in an Email

- All caps (SCREAMING)… or **Bold** – may be inappropriate depending on the message.
- Copy and Paste Errors – Different font sizes.
  Tip! Use the **Paste as Plain** Text option in Lotus Notes.
- Add Headers when there is a lot of content
- Verify links and attachments
- Verify Font Type and Font Size

Send Send and File... Save as Draft Delivery Options... Signature Display More

To: Brenda Dowler/UTB/10/USCOURTS,
Cc:
Bcc:
Subject: Conference Information

Hi Brenda,

I WANT TO REPORT ON THE FOLLOWING ITEMS FOR THE CONFERENCE:

Hotel and Airfare - I reserved my HOTEL and FLIGHT.

Presentation MATERIALS
I REQUESTED the materials from the CONFERENCE DIRECTOR. We will have EVERYTHING we NEED.

Activities in D.C.
I made arrangements to visit the BOTANICAL GARDENS, and obtained TICKETS for the Capitol TOUR.

FOOD
I have a list of RESTAURANTS we can visit for EACH MEAL.

Our Conference schedule is attached below:

Heather L. Aslett
CHAP Technical Writer
801-524-6677 ext. 6420

Send | Send and File... | Save as Draft | Delivery Options... | Signature | Display | More

To: Brenda Dowler/UTB/10/USCOURTS,

Cc:

Bcc:

Subject: Conference Information

Hi Brenda,

I want to report on the following items for the Conference:

- **Hotel and Airfare** - I reserved my hotel and flight.
- **Presentation Materials** - I requested the materials from the Conference director. We will have everything we need.
- **Activities in D.C.** - I made arrangements to visit the Botanical Gardens, and obtained tickets for the Capitol tour.
- **Food** - I have a list of restaurants we can visit for each meal.

Our Conference schedule is attached below:

Conference Schedule.docx

Heather L. Aslett
CHAP Technical Writer
801-524-6677 ext. 6420

Practice Exercise

- Does the Presentation match the Content?
- Are font sizes, line sizes, images, and signatures presented accurately?

Principle 7: Revision

Considerations:

- When the Content has no mistakes in it, the Audience **will <u>not</u> notice**. They **will notice** when there is a mistake.
- Mistakes cost time, money, and your reputation.
- How many times do I review and revise?

FARGIL

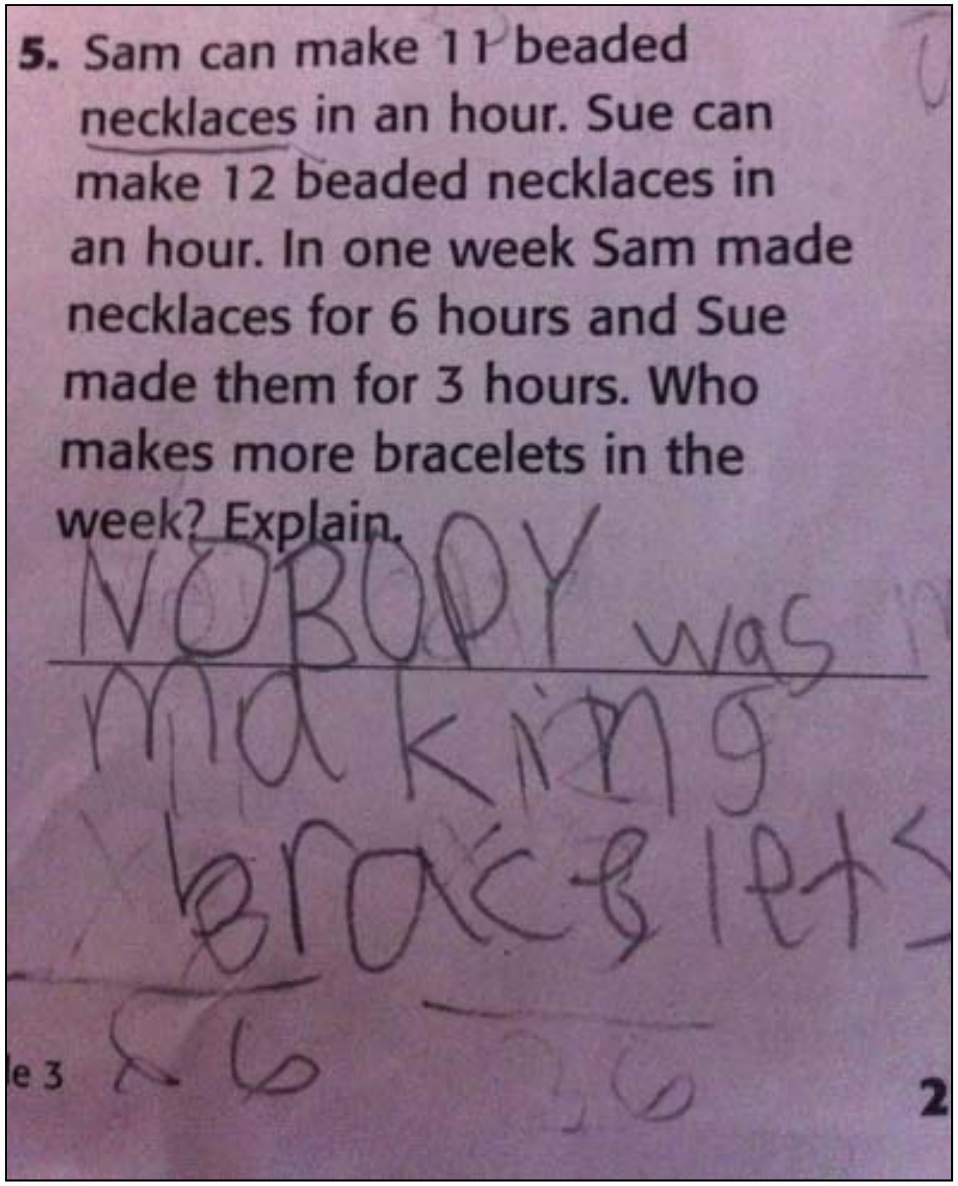
One spelling mistake can destroy your life.
A husband sent this to his wife:
"I'm having a wonderful time.
Wish you were her."

QUITE PLEASE
EXAMS IN
PROGRESS

SCHOOL

Congration
You Done
it
BAKERY
1/4 SHEET CHOCOLATE CAKE
WITH ICING
$14.98

Brid
Brid
$1.19
THIS ITEM IS
REDUCED DUE TO
MISSPELLING OF THE
WORD BIRD.
THANK YOU.


5. Sam can make 11 beaded necklaces in an hour. Sue can make 12 beaded necklaces in an hour. In one week Sam made necklaces for 6 hours and Sue made them for 3 hours. Who makes more bracelets in the week? Explain.
NOBODY was making bracelets
le 3
2

Speling Bee: 42 semifinalists compete for coveted trophy

By Ben Nuckols and Joseph White
Associated Press

OXON HILL, Md. — A spelling bee week that began with curiosity and angst over a new vocabulary test was set to end the familiar way — with bright kids spelling difficult words under the bright lights of prime-time television.

The 86th Scripps National Spelling Bee inched round-by-round toward a conclusion Thursday, with 42 semifinalists remaining from the 281 contenders who arrived to compete for the title of champion speller of the English language.

Thirteen-year-old Christopher O'Connor of Tucson, Ariz., opened the semis, approaching the microphone with his right hand in his pocket and coyly saying "maybe" when asked if he was ready. He was given the word "pultaceous", told that it meant having the consistency of porridge and heard it used in a sentence that referenced "The Price Is Right."

Christopher smiled and said "awww" when he misspelled the word — guessing "pultatious" — and was the first to hear the elimination bell.

The scores from the onstage semifinal rounds were to be combined with a vocabulary test taken Wednesday night to determine a dozen or so finalists.

The winner takes home $30,000 in cash and prizes and, of course, the huge cup-shaped trophy.

The favorites included 13-year-old Arvind Mahankali of New York, who finished third each of the last two years and was one of only three spellers to advance to the semifinals with a perfect score. The others were 14-year-old Grace Remmer of St. Augustine, Fla., and 13-year-old Pranav Sivakumar of Tower Lakes, Ill.

A win by Arvind would continue the recent tradition of Indian-American winners. There have been five in a row and 10 of 14, a run that started in 1999 when Nupur Lala captured the title in 1999 and was later featured in the documentary "Spellbound."

Two spellers had a chance to make history to complete the first pair of siblings to win the bee. Eleven-year-old Vanya Shivashankar of Olathe, Kan., is trying to emulate her sister, Kavya, who won in 2009, and 13-year-old Ashwin Veeramani of North Royalton, Ohio, is the brother of 2010 winner Anamika Veeramani.

The buzz at this year's bee was the introductory of vocabulary for the first time. Some of the spellers liked it, some didn't, and many were in-between, praising the concept but wondering why it wasn't announced at the beginning of the school year instead of seven weeks before the national bee.

There were two vocabulary tests — one in the preliminaries and one in the semifinals — and they were administered in a quiet room away from the glare of the onstage parts of the bee. The finale would look the same as always: No vocabulary, just spellers trying to avoid the doomsday bell.

The first vocabulary test had some words anyone would know, such as "tranquil." But five-time bee participant Emily Keaton of Pikeville, Ky., said she had to step up her game for the second one, which included words such as "anacoluthon" (deflection in syntactical consistency within a sentence).

"They don't give you any easy ones on this one," 14-year-old Emily said.

What do I Revise?

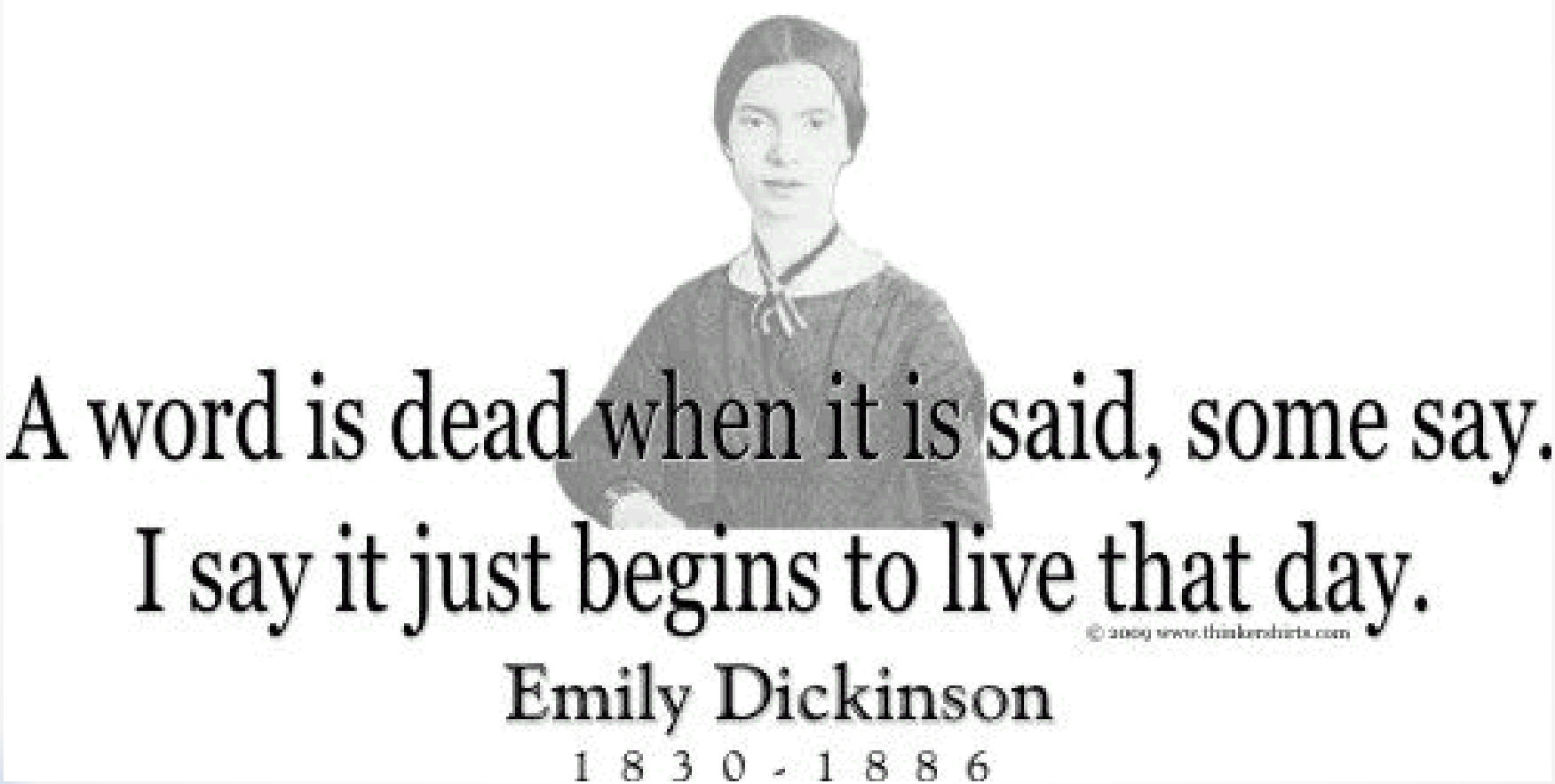
After determining the Document Type, revise the following:

- **Audience** - Is the Content appropriate for the Audience?
- **Purpose** - Is the Purpose of the document accomplished?
- **Content** - Is the Content complete and appropriate?
- **Organization** - Is the Content organized and easy to find?
- **Style and Grammar** – Have the styles/standards been followed? Are there any grammar mistakes?
- **Presentation** – Does the Presentation match the Content?
- **Revision** - Have all mistakes been corrected?

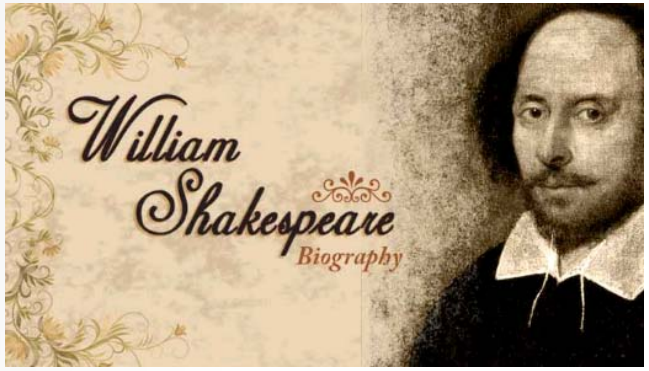
Practice Exercise

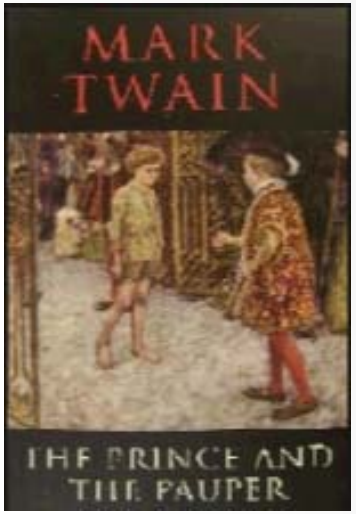
- How can I revise for Audience, Purpose, Content, Organization, Style/Grammar, and Presentation?
- Is my Document Type ready for my Audience?

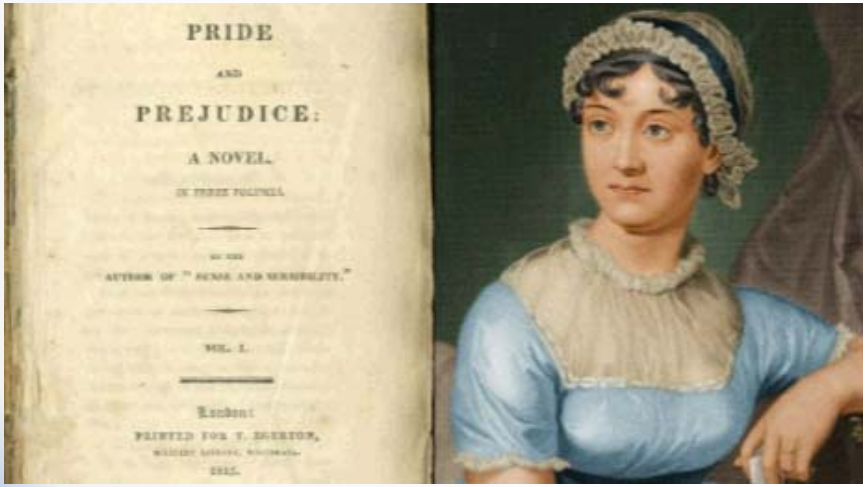
Congratulations, you are now an Effective Writer!

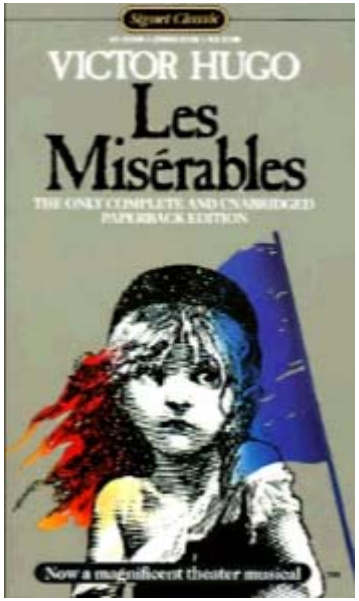


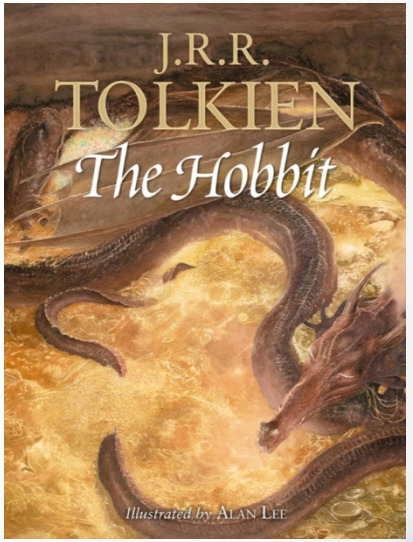
- These writers gave life to their words…..





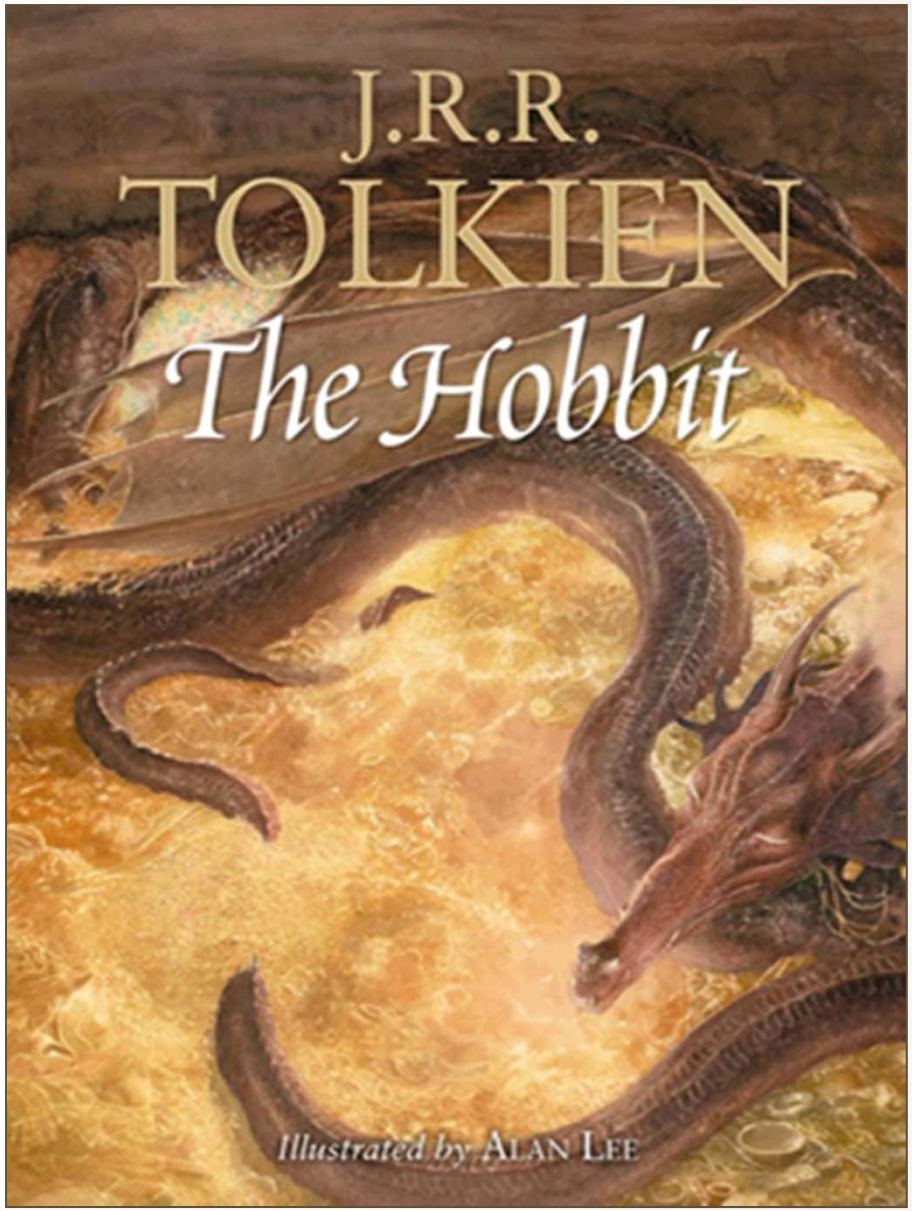






"It simply isn't an adventure worth telling if there aren't any dragons."

— **J.R.R. Tolkien**
The Hobbit



Thank you for coming today.

We hope you enjoy your next writing adventure!