



EFFECTIVE WRITING

CERTIFICATION

Send this completed form to the **Chaplain/PD Program Manager**, postmarked no later than April 1<sup>st</sup>. 6/2020

The individual member must meet the qualifications listed below to certify in Effective Writing. NOTE: These requirements do not have to be done solely through Women of Today activities but may be accomplished in other organizations, career, etc. Please print or type information clearly; topics/titles must be included.

Name \_\_\_\_\_

Chapter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date Completed \_\_\_\_\_

\_\_\_ Write personal or local chapter officer goals, and your plans for achieving them, attach to this sheet.

\_\_\_ Write a letter or memorandum of at least 100 words; this can be personal or pertaining to the Women of Today.

Topic \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Write an article for your chapter or state newsletter, or the local newspaper, attach to this sheet.

Topic \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Write an essay or short story of at least 300 words; it may or may not be entered into competition, but should be critiqued by a WOT member or individual outside the organization.

\_\_\_ Topic \_\_\_\_\_ Date \_\_\_\_\_

**Please print or type information clearly.**

**Topics/titles must be included.**

**Send this form to your Personal Development Program Manager upon completion of the program.**