

Good Afternoon Colleagues,

The Chancellor's Office of Communications invites everyone to the launch of a new e-column, *Crisp and Clear Communication*. The first column posted on **Monday, July 25**. *Crisp and Clear Communication* is a companion to the recently released *Chancellor's Office Style Guide* and focuses on **who, what, when, where, why, and how** – beginning with the writer's perspective and ending with the audience's.

You'll learn something new about communicating every fourth Monday:

- ❖ **interesting articles**
- ❖ **reviews of new books**
- ❖ **updated writing rules**
- ❖ **hands-on exercises**
- ❖ **creative inspiration with words and images**

Stop by, and let us know what you think. This link will take you there:

<http://www.cccco.edu/CrispClearCommunication>

Best Wishes,

The Office of Communications