

Welcome to

VU insti**bl**Te



VUinstiTute

Module 1 Our Work in Context

How Higher Ed
Works

How Vanderbilt
Works

How VUIT
Works

Rich & Sundaram
Spring 2019

Module 2 Equity, Diversity, & Inclusion

The Impact
of Stories

Marginality in the
workplace

The Value of
Mattering

Kathleen & Masood
Summer 2019

Module 3 Customer Service Mentality

Setting Context

Mindset

Rhythm

Jason & Kevin
Fall 2019

Module 4 Maximizing Personal Impact

A - Tools: Tips, Tricks,
Etiquette

Kelsey & Michelle
May 2020

B - Organizing &
Time Management

Kelsey & Kim
June 2020

C - Effective
Communication

Kelsey & Julie
August 2020

D - Effective
Presenting

John
October 2020

VUinstibITe Sessions
Summer 2020

Module 5 Leadership

A - Strategic
Leadership

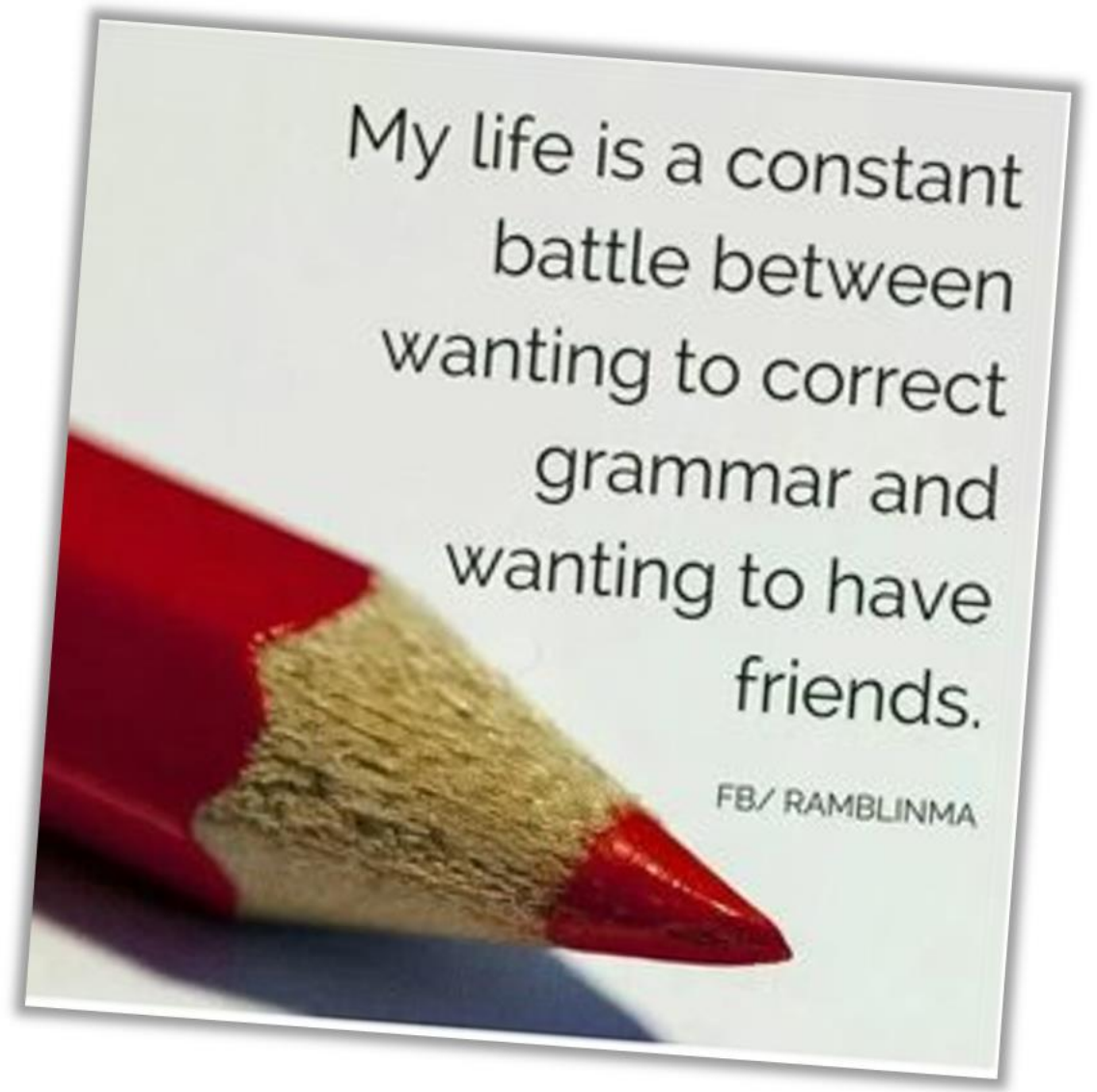
Kim & Ed
Fall 2020

B - VUIT
Management

Kim & Heather
Winter 2020



**Maximizing
Personal
Impact**





When you transport something by car, it's called a **Shipment**, but when you transport something by ship it's called a **Cargo**.

English is the only language where you **drive in parkways and park in driveways.**





Why do **Fat Chance** and **Slim Chance** mean the same thing?



Jail and Prison are synonyms but **Jailer** and **Prisoner** are antonyms.



Agenda



Communication
Tips



Writing
Suggestions



Misused
Words



Group
Activity



Raise Your Written Communication Game



- Respond in a timely manner
- Craft your message in an organized way
- Use spell check and grammar check
- Write out acronyms the first time used
- Place one space after a period
- Read your communication out loud

Communication

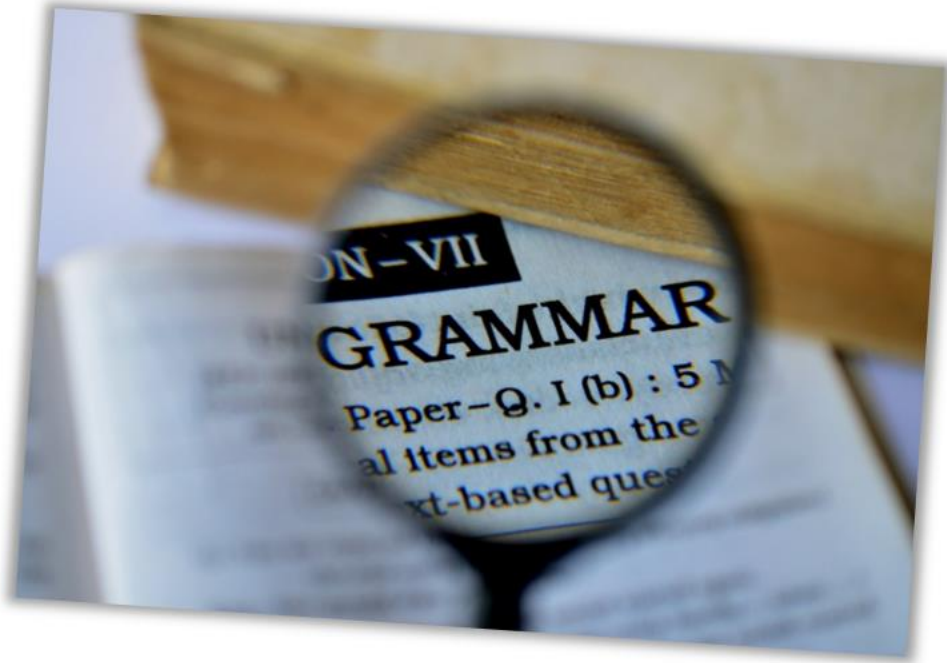
Writing

Words

Activity



Top 6 Writing Suggestions



1. Be aware of subject/verb agreement
2. Avoid repeating a word too many times
3. Focus on using the active voice
4. Know contractions
5. Guarantee correct use of apostrophes
6. Place commas correctly

Communicati

Writing

Words

Activity



1. Be aware of subject/verb agreement

Singular

The technician is fixing the computer.

Plural

The technicians are fixing the computer.



1. Be aware of subject/verb agreement



Communicati

Writing

Words

Activity



1. Be aware of subject/verb agreement

The Tricky Part:

Communicati

Writing

Words

Activity



1. Be aware of subject/verb agreement



The staff **is** enjoying the training session.

Communicati

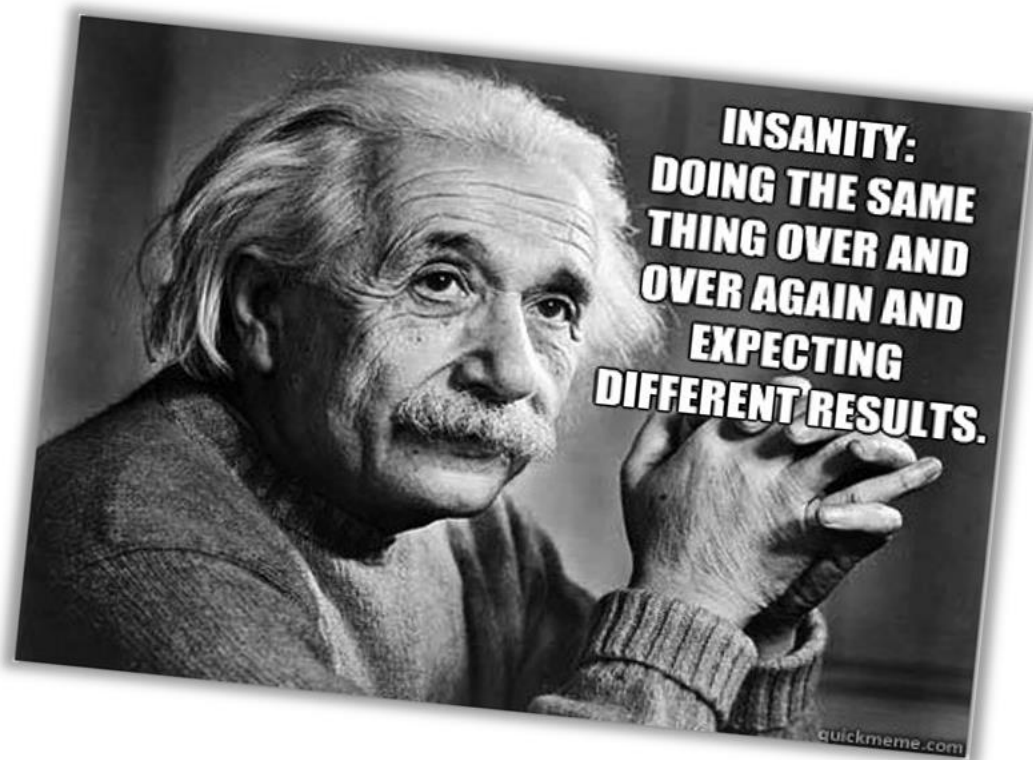
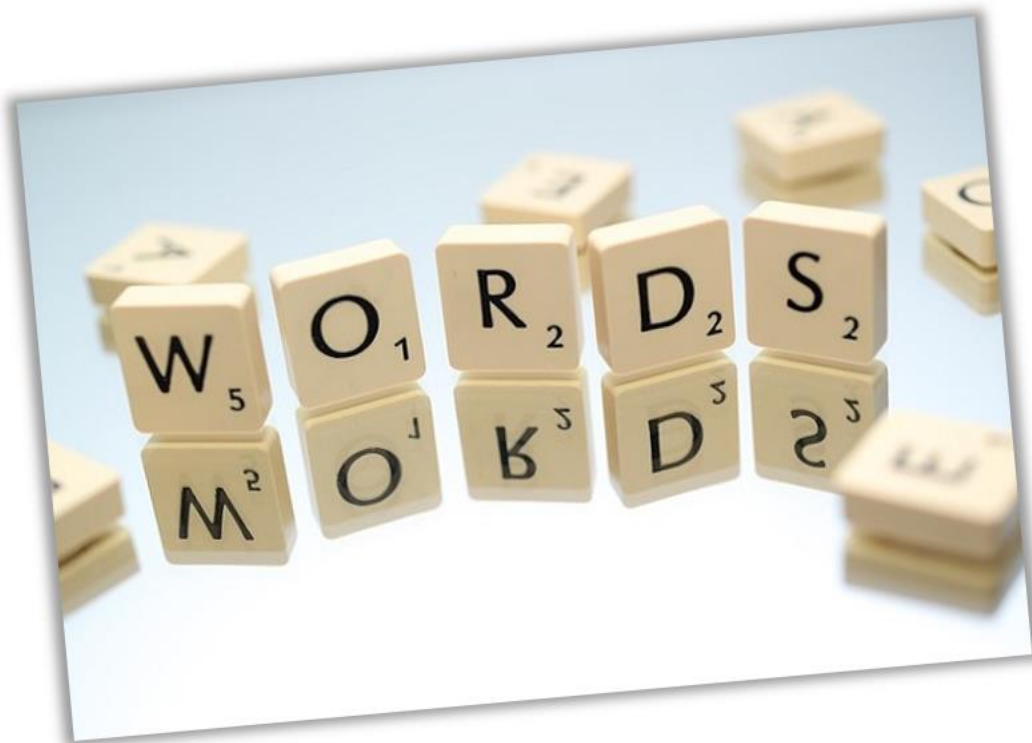
Writing

Words

Activity



2. Avoid repeating a word too many times



Communicati

Writing

Words

Activity



2. Avoid repeating a word too many times

Dear VUIT Staff Members:

We want to thank you for your attendance and participation all the VUinstibite sessions so far. It is now time to register for the third of four instibite sessions. This session is titled “Effective Written Communication” and will be co-facilitated by Associate Director of Communications Julie Walker and Sr. IT Consultant Kelsey Anito.

In addition to providing professional development opportunities, these mandatory “Institute Bites” will provide an opportunity for interaction with peers, a deep dive into interesting and informative topics, and an oppportunity to hear from VUIT leaders.

There are four sessions of VUinstibite C: Effective Written Communication, and you will need to **register** for one of the four sessions using [this link](#). Each session can hold 70 people and are on a first-come, first-served basis. Upon confirmed registration, please add the session information to your Outlook calendar. A formal Outlook calendar invitation, including the Zoom link, will be sent to all registered attendees no later than three days prior to the session.

Please contact me if you have any questions.

Sincerely,
Kelsey



Communicati

Writing

Words

Activity



3. Focus on using the active voice



Active



Passive



Communicati

Writing

Words

Activity



3. Focus on using the active voice



Active

Passive



Communicati

Writing

Words

Activity



3. Focus on using the active voice



Let's Practice:

1. Harry ate six shrimp at dinner.
 2. At dinner, six shrimp were eaten by Harry.
-
1. My coffee was spilled on my computer and it broke.
 2. I spilled coffee on my computer and it broke.



3. Focus on using the active voice



Communicati

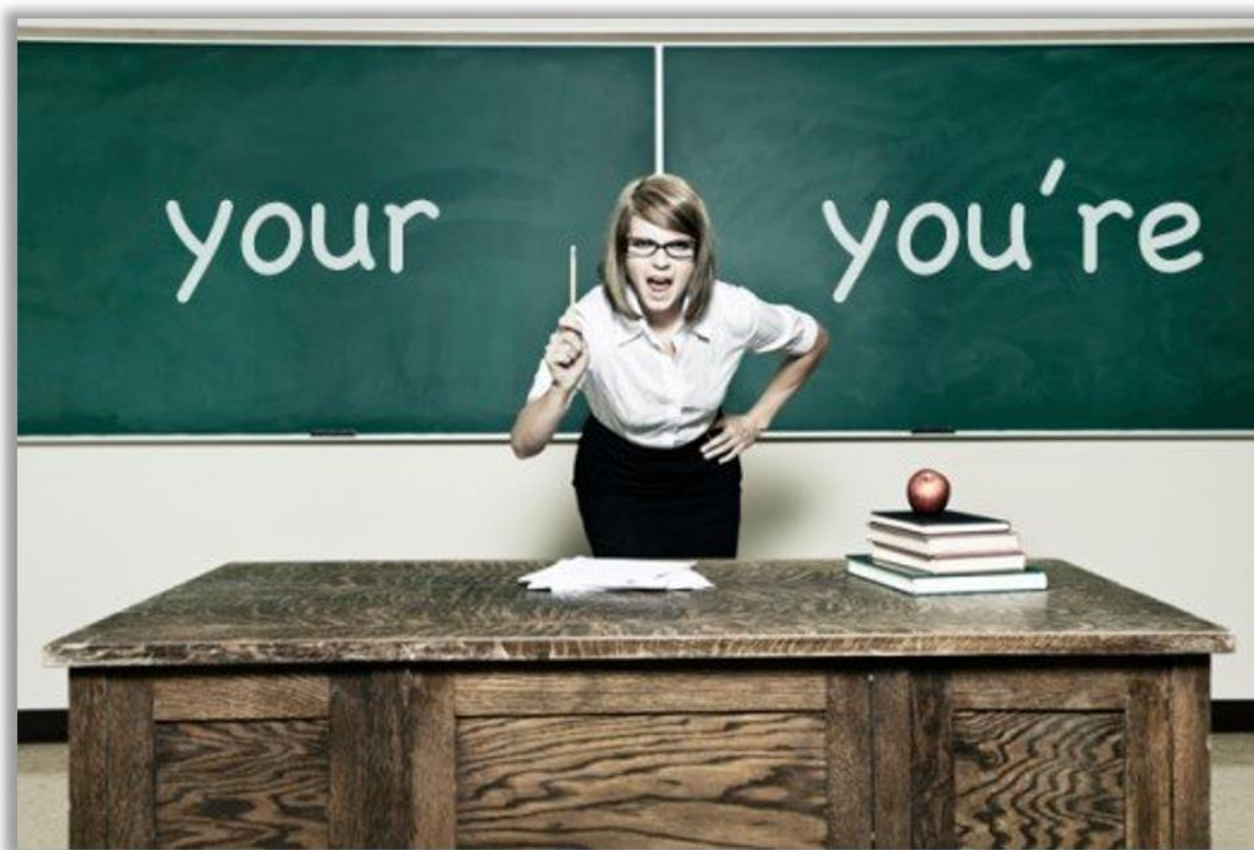
Writing

Words

Activity



4. Know contractions



Communicati

Writing

Words

Activity



4. Know contractions

YOUR PIZZA
You own it.
This is **your** pizza.

YOU'RE PIZZA
You're = You Are
You're actually pizza.

The worksheet is set against a background of a chalkboard with the words 'you' and 'you're' written on it. The top section, 'YOUR PIZZA', includes a blue box with the text 'You own it.', the sentence 'This is your pizza.', and a dashed line for tracing the word 'your'. The bottom section, 'YOU'RE PIZZA', includes a blue box with 'You're = You Are', the sentence 'You're actually pizza.', and a dashed line for tracing the word 'you're'. The background also features two wooden desks.

Communicati

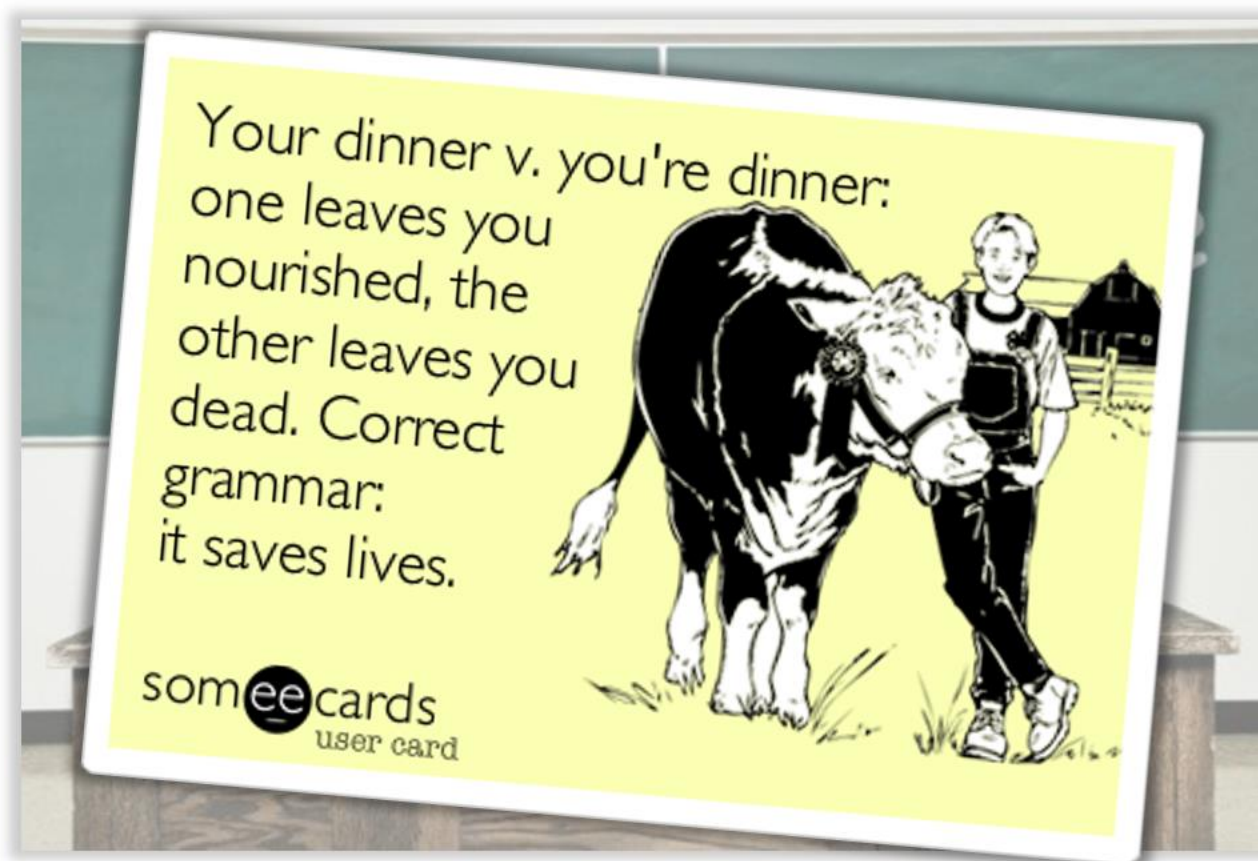
Writing

Words

Activity



4. Know contractions



Communicati

Writing

Words

Activity



4. Know contractions

their

there

they^are

Their is a pronoun used to show possession

What color is their car?

There is an adverb meaning 'that location'

The exit is over there.

They're is a contraction of 'they are'

They're reading a book.

Communicati

Writing

Words

Activity



4. Know contractions

their
there
they're



Communicati

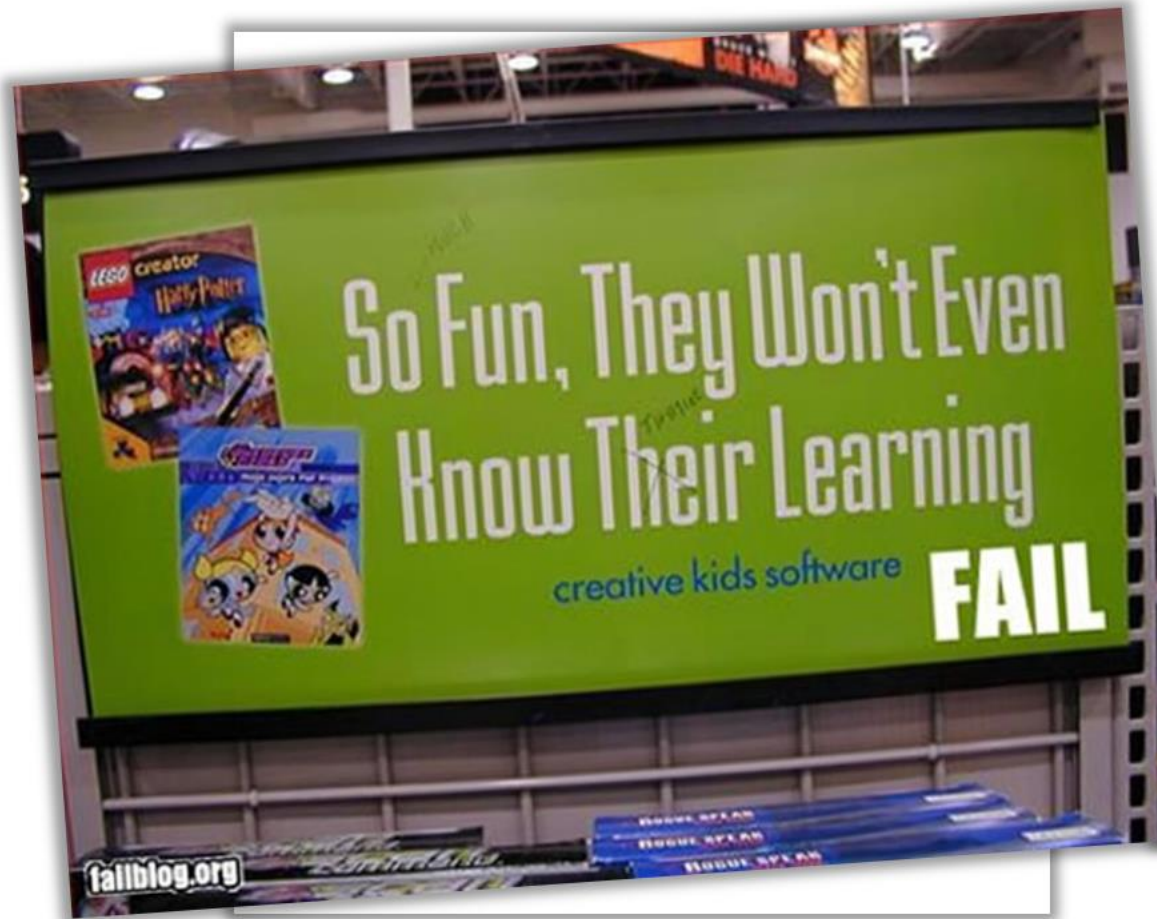
Writing

Words

Activity



4. Know contractions



Communicati

Writing

Words

Activity



4. Know contractions

Zoom Poll

There are three people in the office right now.

Why don't you ask them what their plans are for tonight?

They're in over their heads.

Communicati

Writing

Words

Activity



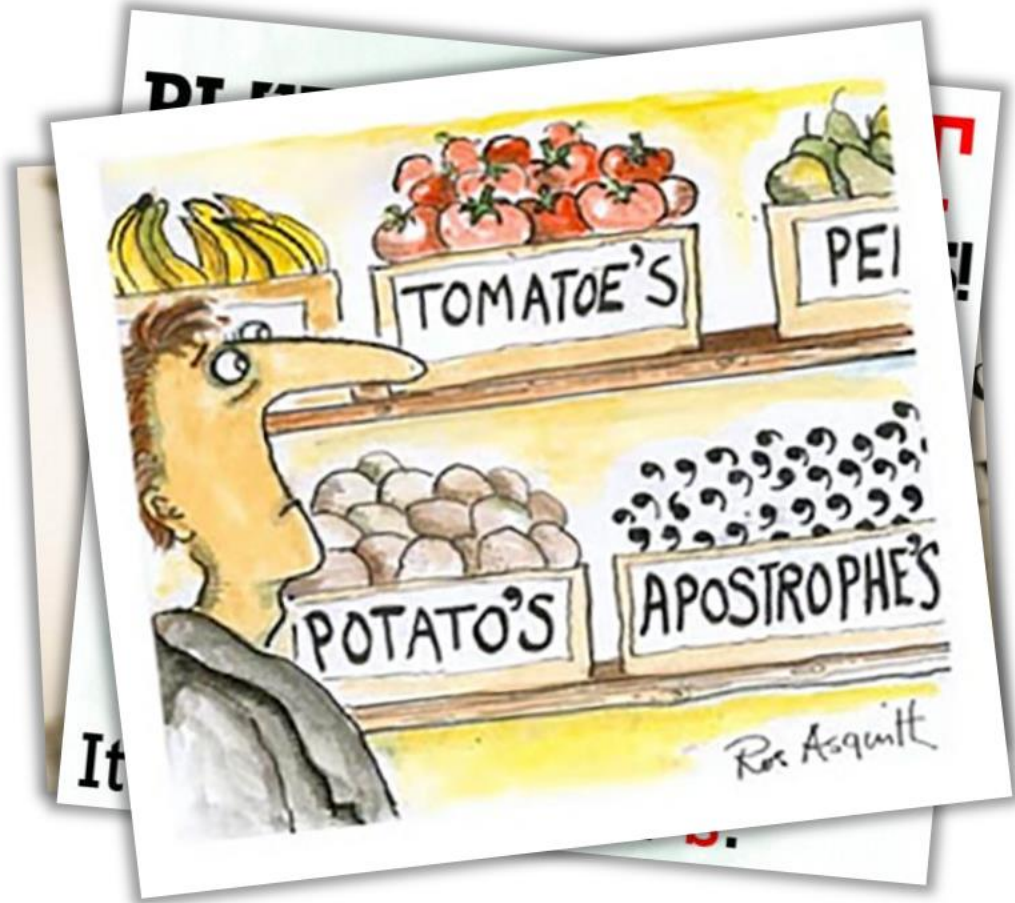
4. Know contractions

Would've	=	Would Have	Would of
Could've	=	Could Have	Could of
Should've	=	Should Have	Should of



5. Guarantee correct use of apostrophes

Apostrophes **do not** make something plural



Communicati

Writing

Words

Activity



5. Guarantee correct use of apostrophes



Communicati

Writing

Words

Activity



5. Guarantee correct use of apostrophes



Apostrophes **do not** make something plural

Apostrophes **do** show possession

Apostrophes **do** form contractions

Communicati

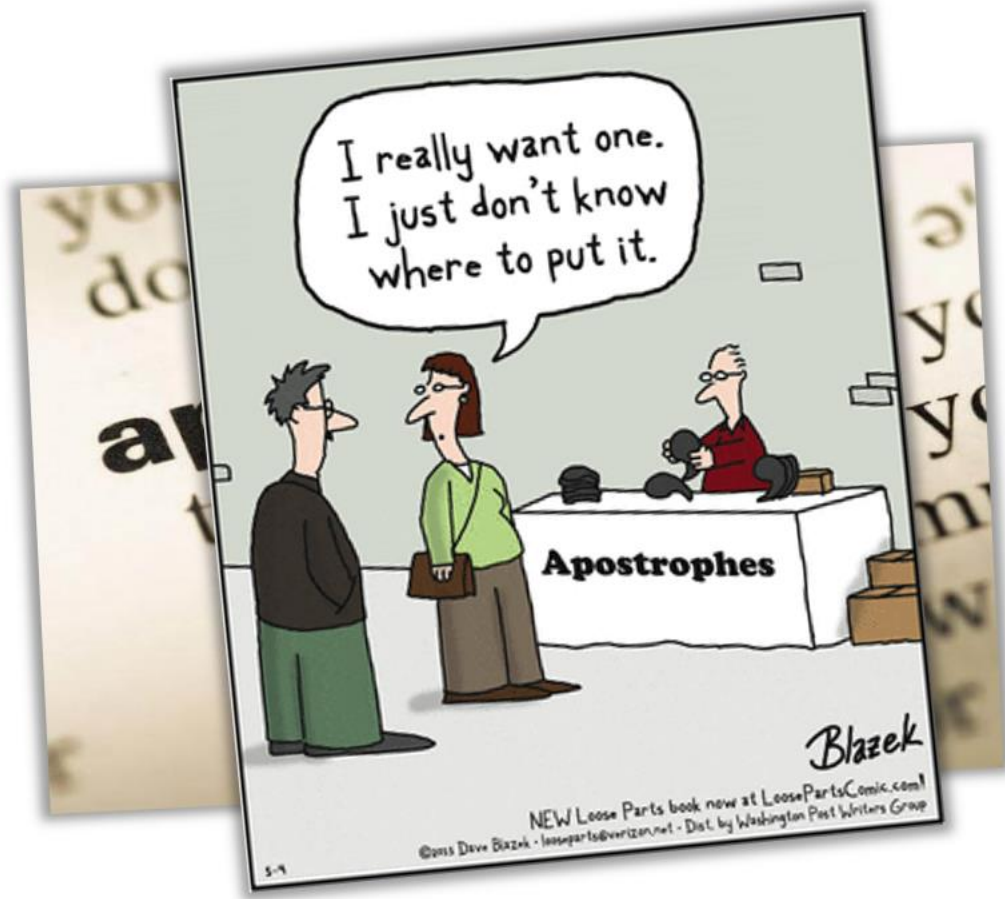
Writing

Words

Activity



5. Guarantee correct use of apostrophes



Apostrophes **do not** make something plural

Apostrophes **do** show possession

Apostrophes **do** form contractions

Remember:

*To make something plural, just add an **s***

Communicati

Writing

Words

Activity



5. Guarantee correct use of apostrophes



Let's Practice:

1. Congratulations to the Walker's!
2. Congratulations to the Walkers!
1. Sunday's are for movies and wine.
2. Sundays are for movies and wine.



6. Place commas correctly



Standard Comma:

Let's eat, Timmy.

↳ Correct at the
dinner table

Let's eat Timmy.

↳ Correct on a raft
in the ocean

Oxford Comma:

- I love my parents, Lady Gaga and Humpty Dumpty.
- I love my parents, Lady Gaga, and Humpty Dumpty.



6. Place commas correctly



Communicati

Writing

Words


Activity



6. Place commas correctly

Jane enjoys
cooking her family
and her dog.

Use a comma, save a life.

A black and white illustration of a woman wearing a chef's hat and an apron, standing at a kitchen table. She is looking down at a bowl of food. A dog is sitting on the table next to her. There are several plates and bowls on the table.

We're going to learn
to cut and paste kids!

Commas matter.

 /grammarly

Communicati

Writing

Words

Activity



6. Place commas correctly

With the **Oxford Comma**:

We invited the rhinoceri, Washington, and Lincoln

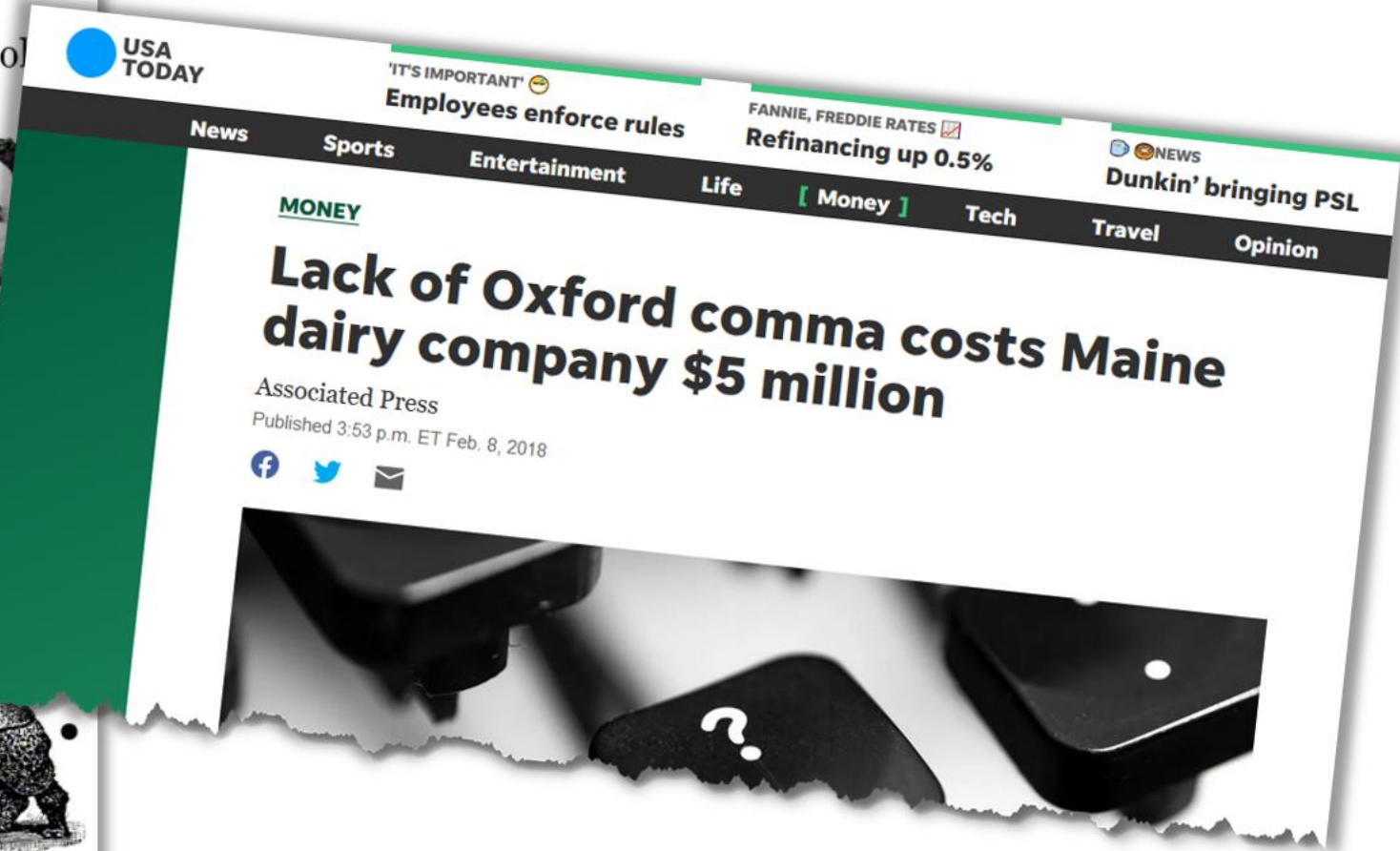


Without the Oxford Comma:

We invited the rhinoceri, Washington and Lincoln



©Eric Edelman 2011



Communicati

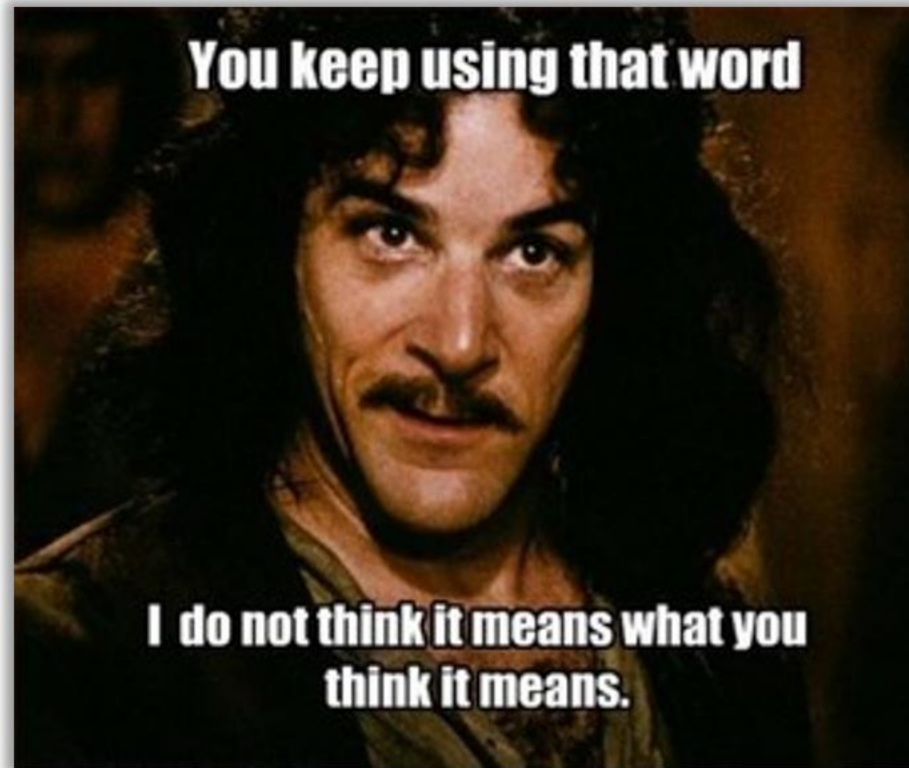
Writing

Words

Activity



Frequently Confused Words



Communicati

Writing

Words

Activity



Frequently Confused Words



A part vs Apart

"I am so happy to be ~~apart~~ of this team"

"I am so happy to be *a part* of this team."

"We've been a world ~~a part~~."

"We've been a world *apart*"



Frequently Confused Words



A part vs Apart

What's the trick?

Add the word 'BIG'

Communicati

Writing

Words

Activity



Frequently Confused Words



A part vs Apart

"I am so happy to be ~~a~~part of this team"

"I am so happy to be *a part* of this team."

"I am so happy to be a **BIG** part of this team."

"We've been a world ~~a~~part."

"We've been a world *apart*"

"We've been a world **BIG** part."



Frequently Confused Words

Zoom Poll

After two years in Nashville, I finally feel like a part of the community.

John and Rich don't like to be apart for more than a few hours.

Communicati

Writing

Words

Activity



Frequently Confused Words



Two = 2

*There are **two** of us for dinner.*

Too = also or excessively

*It is **too** hot outside.*

To = everything else

*I am traveling **to** see my family.*

Communicati

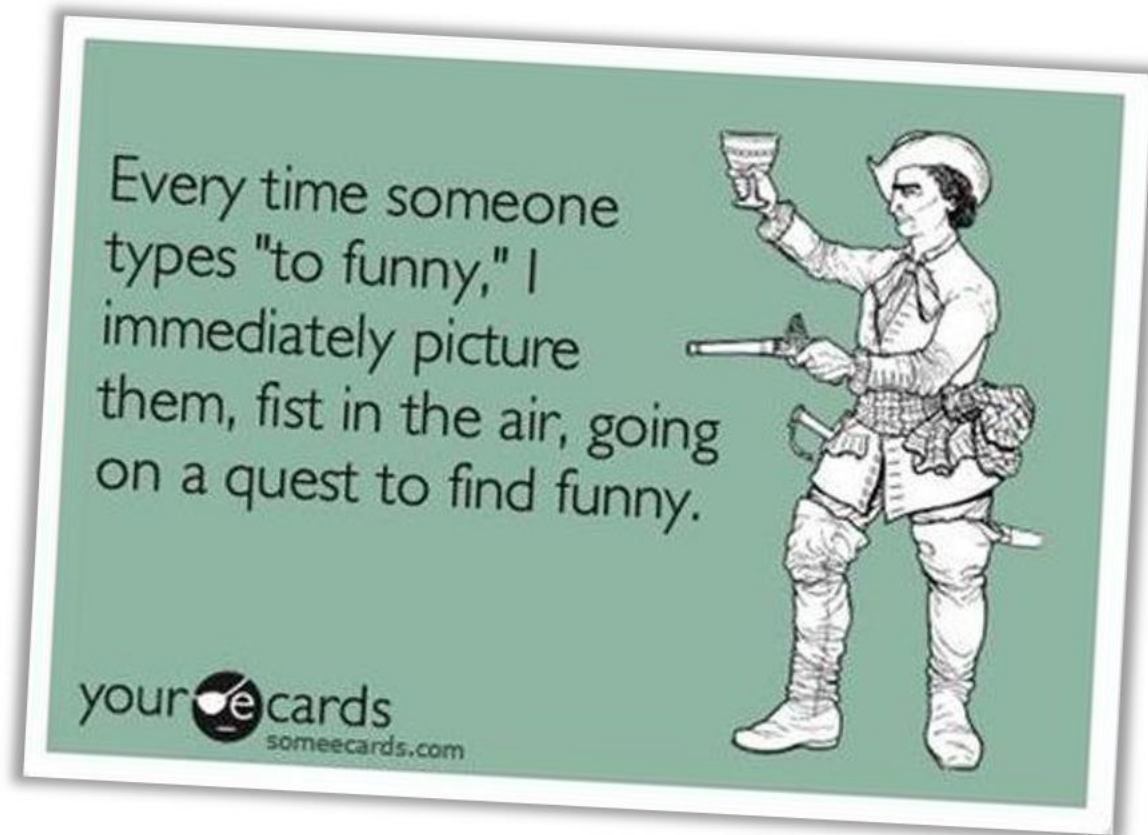
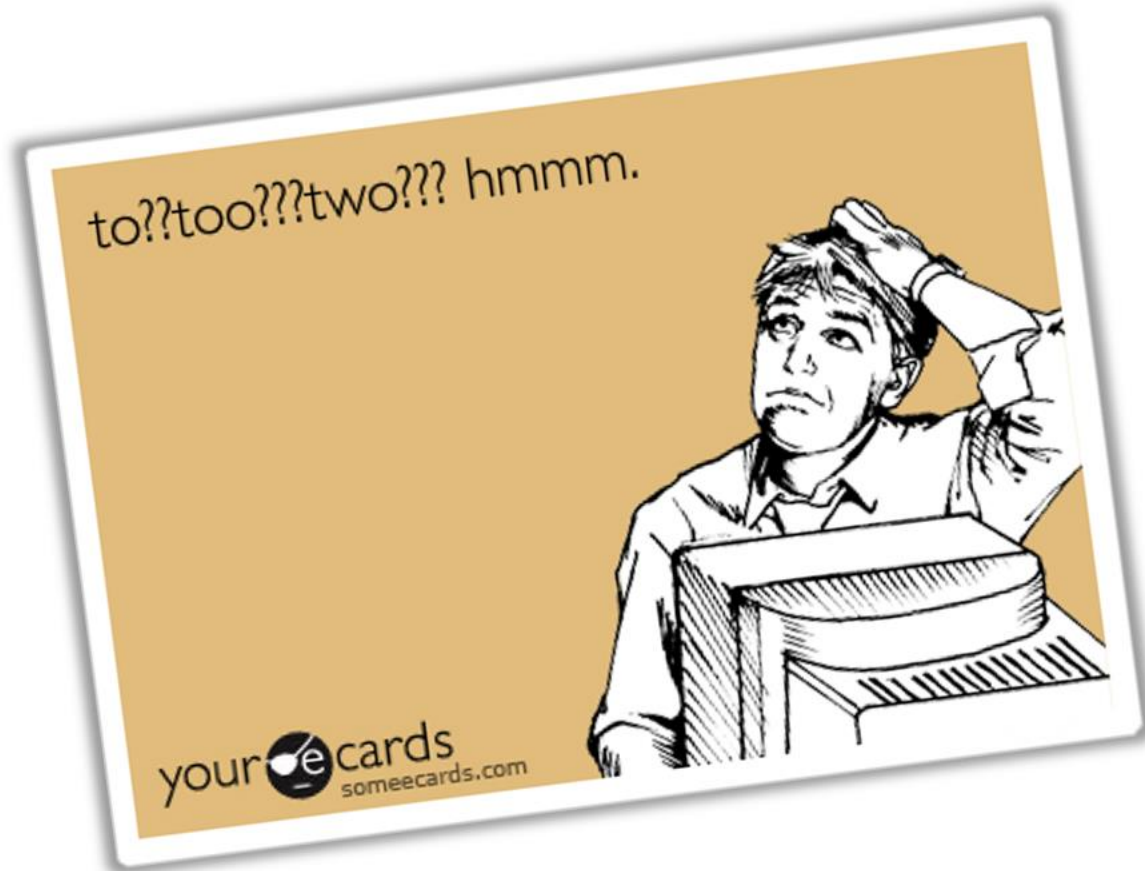
Writing

Words

Activity



Frequently Confused Words



Communicati

Writing

Words

Activity



Frequently Confused Words



Irony

Irony is the expression of one's meaning by using language that normally signifies the opposite, typically for humorous or emphatic effect.

Isn't it Ironic?

Communicati

Writing

Words

Activity



Frequently Confused Words

Zoom Poll

Which of the following statements IS ironic?

A

Washing your car on Saturday morning and having it rain that afternoon.

B

Having a genius – level IQ and losing on Jeopardy because you can't operate the buzzer.



Frequently Confused Words

Fiscal



Physical



Communicati

Writing

Words

Activity



Frequently Confused Words

Me
vs.
I

As a general rule:

Don't start a sentence with 'me'.

Don't end a sentence with 'I'.

Communicati

Writing

Words

Activity



Frequently Confused Words

Me

vs.

I

Wrong

Jim and me will be in the Tech Hub.

Correct

Jim and I will be in the Tech Hub.



Frequently Confused Words

Mike and I
~~Me and Mike~~ went to
the store.

What's the Trick?

Take out the other person and you will hear the right answer.

You would never say, "Me will be in the Tech Hub."



Frequently Confused Words

Zoom Poll

Me vs I

Damon talked with Adam and me.

Damon and I talked with Adam.



Frequently Confused Words

Irregardless



irregardless (nonstandard)
[ir-i-gahrd-lis] adjective & adverb

Word Nerd
thequietmuseum.com

In use as early as the mid 1500s, believed to be a blending of the words *irrespective* and *regardless*, often referred to as a portmanteau word. Hotly debated among grammarians and word nerds.

IT MEANS REGARDLESS, SO MAYBE JUST SAY THAT.

regardless
[ri-gahrd-lis]
without regard, heedless, despite, unmindful

Communicati

Writing

Words

Activity



Frequently Confused Words

LIONSGATE | THE DUFF



Irregardless.

BUSINESS INSIDER



Communicati

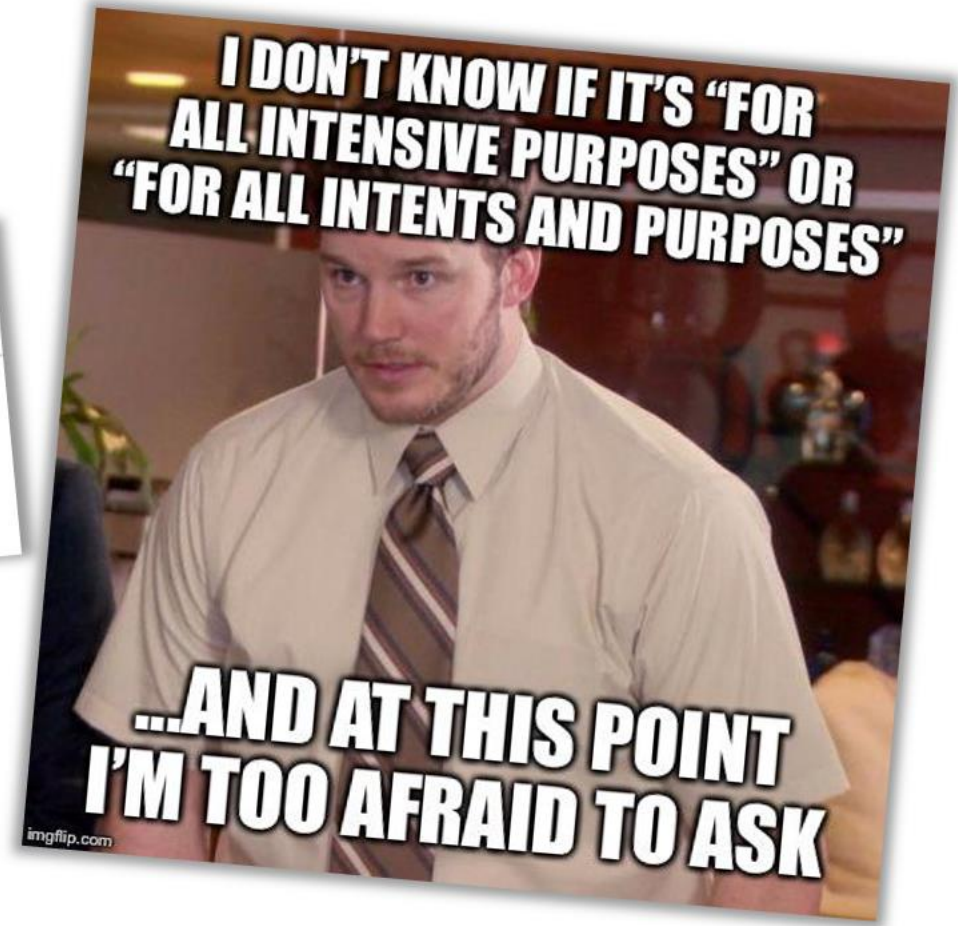
Writing

Words

Activity



Frequently Confused Words



Communicati

Writing

Words

Activity



Frequently Confused Words



“All intensive purpose” is an **incorrect use** of the phrase “all intents and purposes”

“All intents and purposes” is a phrase that means “for all practical purposes” or “under most usual situations”

Avoiding signing up for Julie’s presentation is, for all intents and purposes, impossible since it is mandatory.

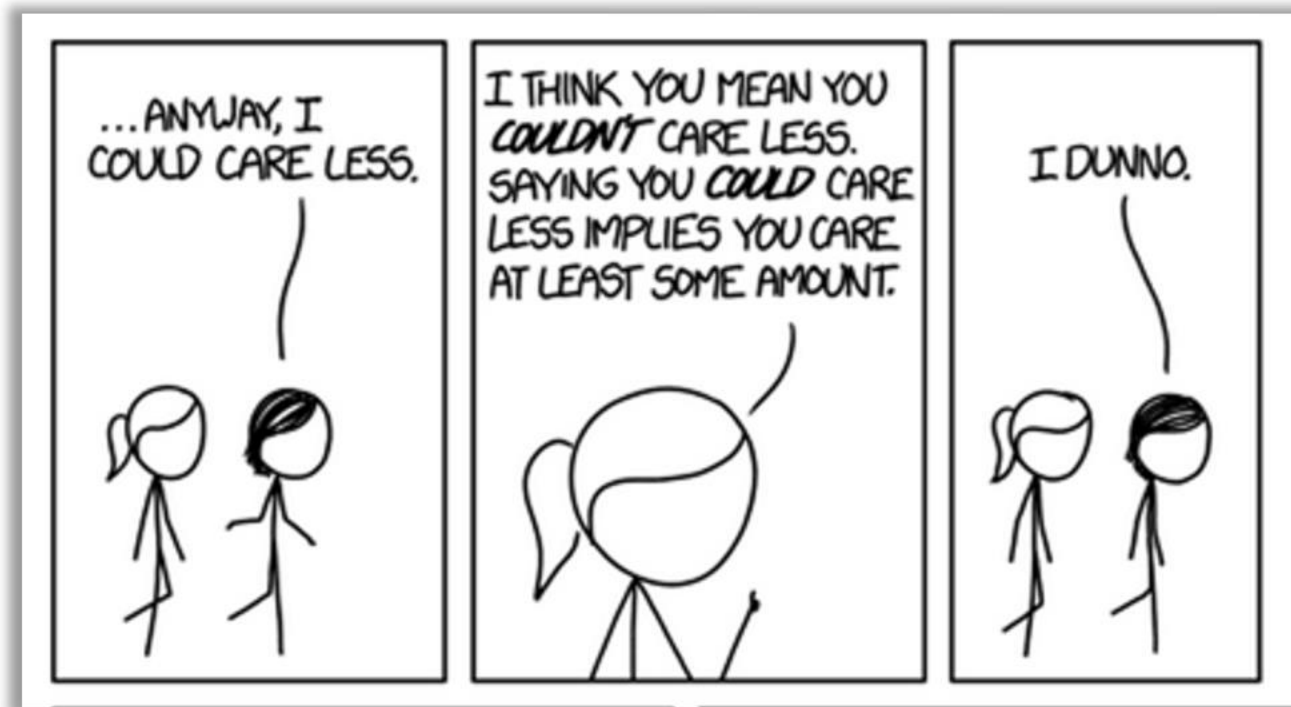


Frequently Confused Words

"I could care less"

or

"I couldn't care less"



Communicati

Writing

Words

Activity

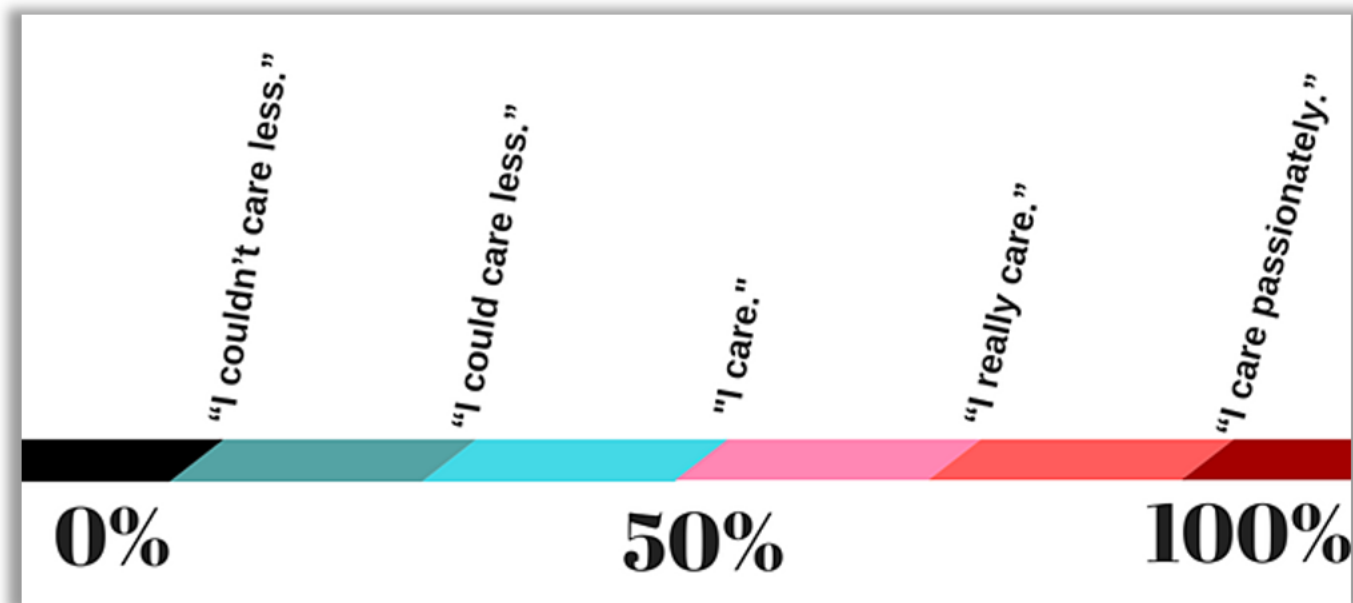


Frequently Confused Words

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or

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Communicati

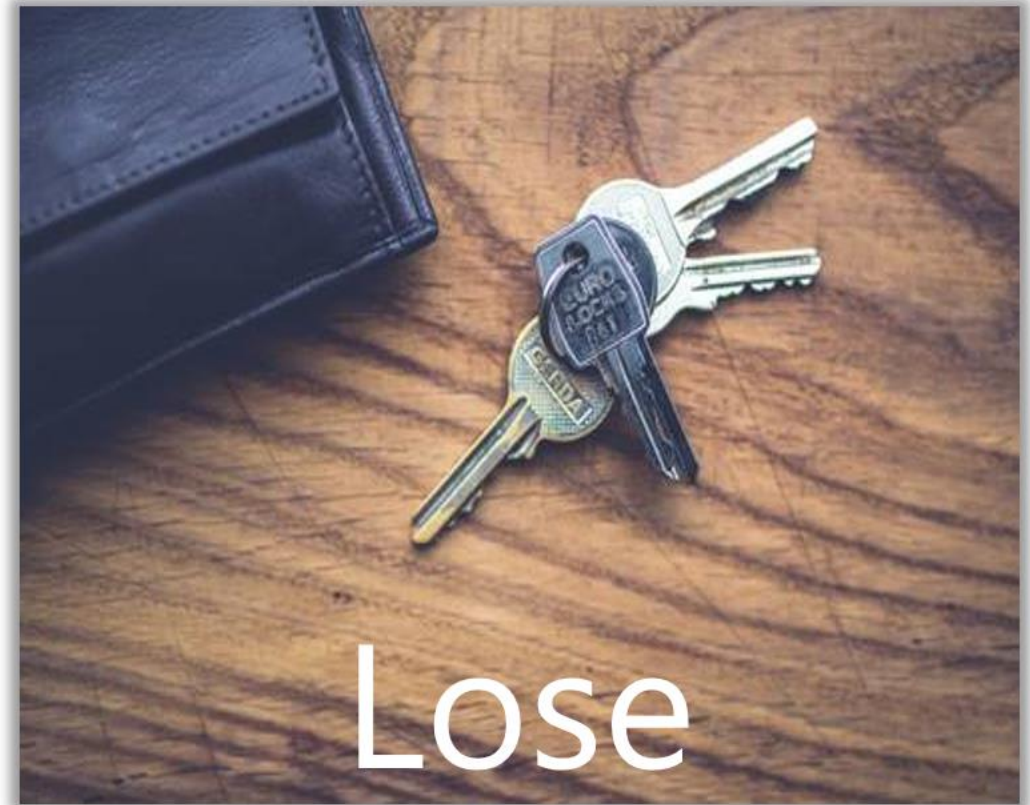
Writing

Words

Activity



Frequently Confused Words



Communicati

Writing

Words

Activity



Frequently Confused Words

Zoom Poll

Loose vs lose

How did you lose your pants? Were they too loose?

Communicati

Writing

Words

Activity



Frequently Confused Words

Affect vs Effect



Remember
Affect is a
Verb and
Effect is a
Noun

Communicati

Writing

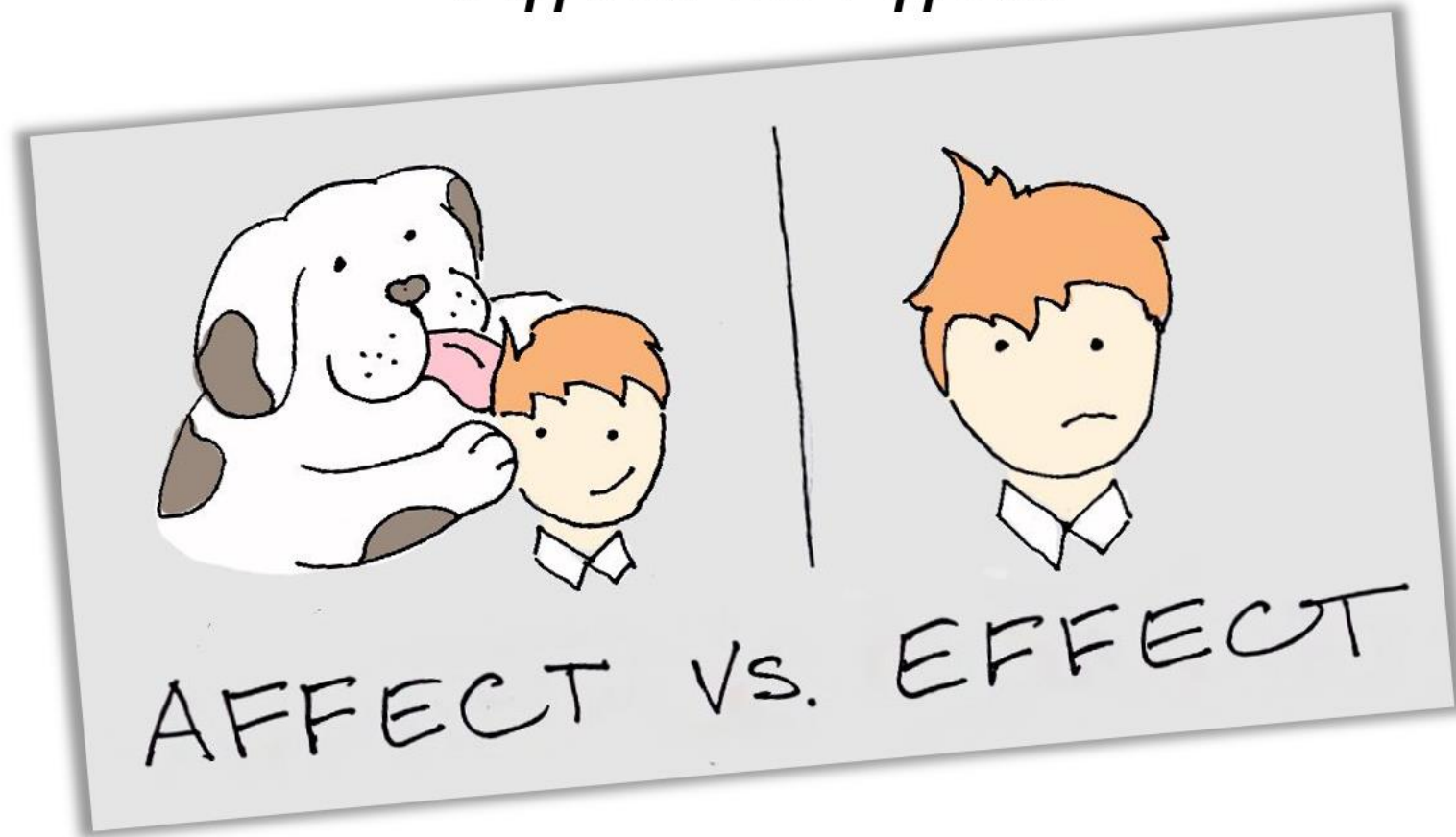
Words

Activity



Frequently Confused Words

Affect vs Effect



Communicati

Writing

Words

Activity



Frequently Confused Words

Zoom Poll *affect vs effect*

A new discovery can affect a scientific theory.

The music had a calming effect on the babies.



Frequently Confused Words

A Lot

A large number or amount of something

Allot

To give, to share, or to assign something for a purpose



Frequently Confused Words

**REMEMBER TO ALLOT
A LOT OF TIME TO
FIND PARKING IN
THE PUBLIC LOT.**



Alot
Alote
Allote
Town



Alot

A misspelling, or a small town in India

Communicati

Writing

Words

Activity



Frequently Confused Words

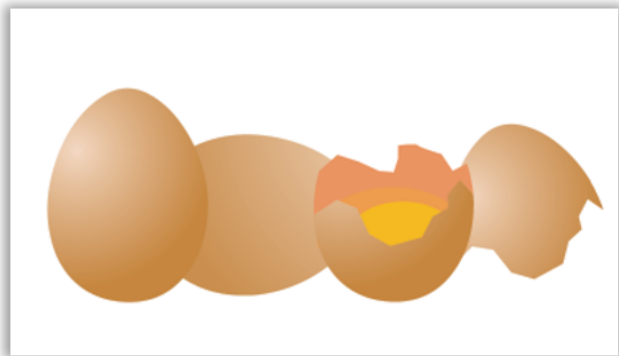


Fewer

vs

Less

There is a simple rule: If items can be counted, no matter what they are, when their number goes down, there are fewer of them.



If there is a substance, idea, or “thing” that cannot be separated and counted, then when some of it is lost, there is less of it.



Communicati

Writing

Words

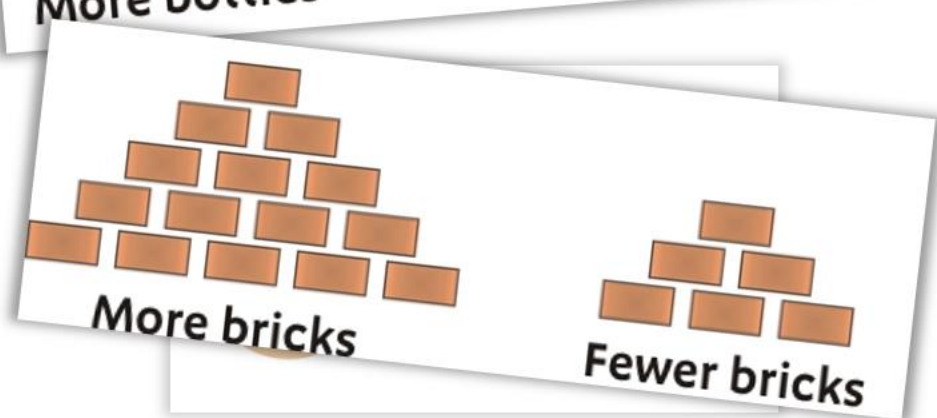
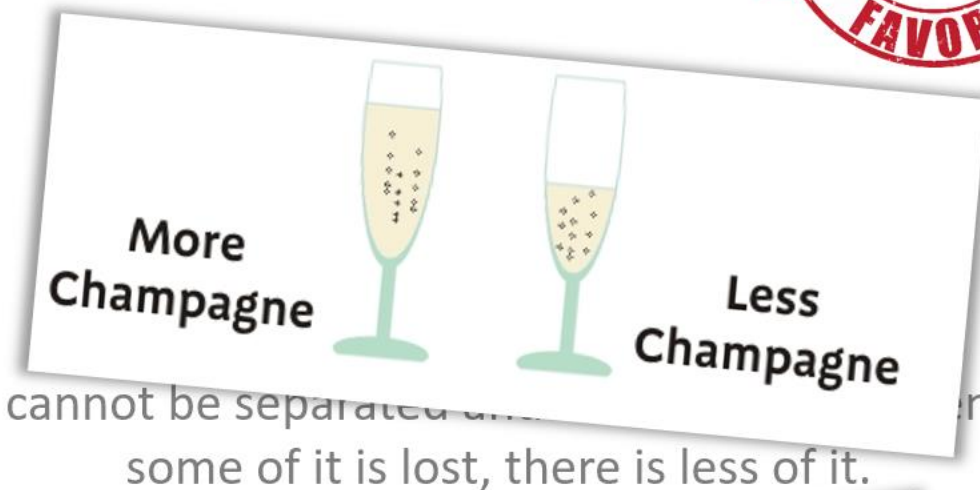
Activity



Frequently Confused Words



VS





Frequently Confused Words



Less

substance, idea, or "thing" that separated and counted, then when of it is lost, there is less of it.





Frequently Confused Words

Zoom Poll

fewer vs less

We need to have fewer meetings on Zoom.

I have less free time than I did before I got a dog.



Frequently Confused Words



Assure vs Ensure vs Insure

Assure: promise

I assure you the car is safe to drive.

Ensure: confirm

Ensure that you have plenty of gas in the tank.

Insure: protect

Insure the car before your trip.

Communicati

Writing

Words

Activity



Frequently Confused Words



Assure vs Ensure vs Insure

I ASSURE YOU,
I'VE ENSURED
THAT I'M
INSURED.

Ensure

ank.

Communicati

Writing

Words

Activity



Frequently Confused Words

e.g.

vs

i.e.

exempli gratia

id est

'For Example'

'In other words'



Frequently Confused Words



Communicati

Writing

Words

Activity



Activity

Dear VC Lutz,

I hope your doing well. I have a few geustions for you related to Vanderbilt's back to school plans. Specificially, I'm working on the BCMP for the DR plan, and there are alot of data for the FTP that we needs to get from the VTRC two complete it. I should of known it would be incredibly hard. The PMO are working with me, but its incredibly hard for me too work so many hours during the week when my internet is incredibly slow and my kids are all watching Netflix, which is incredibly expensive.

By the way, this weeks Zoom sessions I attended about the DUA should have been more helpful but were incredibly boring. For all intensive purposes, working from home has been nice, but I almost had a heart attack when I heard this may continue through Christmas. That is an incredibly long time to be home with my kids, Fran, Dylan and Amanda. Isn't it ironic that I wanted to spend more time with my family just months ago and now I get to? Apart of me thinks its cool, but apart of me is about to loose my mind.

Sincerely

Julie



Activity

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Sincerely

Julie



American English vs. British English

Toward vs Towards

Gray vs Grey

Airplane vs Aeroplane

Neighbor vs Neighbour

Canceled vs Cancelled

Check vs Cheque



Harbor vs. Harbour

Labor vs Labour

Color vs Colour

Theater vs Theatre

Humor vs Humour

Communicati

Writing

Words

Activity



Mispronounced words and phrases

"Eccetera" is actually "Etcetera"

"Chalk full" is actually "Chock full"

"Literally" means "actually" or "in a strict sense" not totally

"Boldface lie" is actually "Baldface lie"

"Expresso" is actually "Espresso"

"Tow the line" is actually "Toe the line"

"Nip it in the butt" is actually "Nip it in the bud"

"Worse comes to worse" is actually "Worse comes to worst"

"Chock it up" is actually "Chalk it up"

"Tie me over" is actually "Tide me over"

Communicati

Writing

Words

Activity



A list of some repetitive words



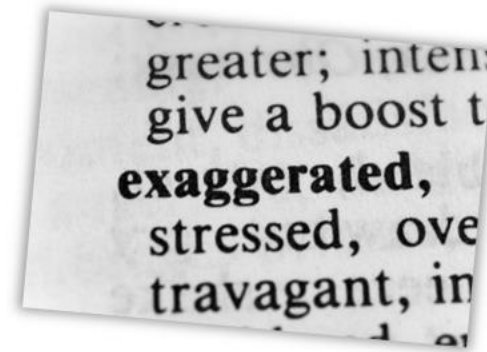
Hot water heater



Mutual cooperation



Blend together



Overexaggerate



Might possibly



Wall Mural



Follow after



Surrounded on all sides



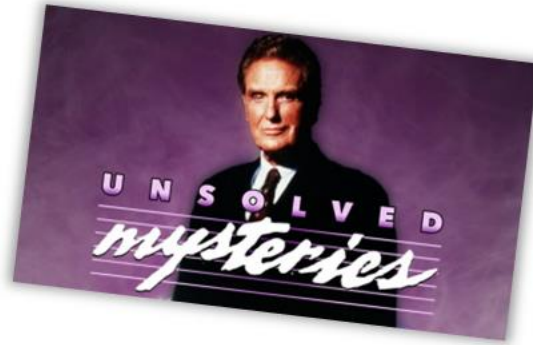
A list of some repetitive words



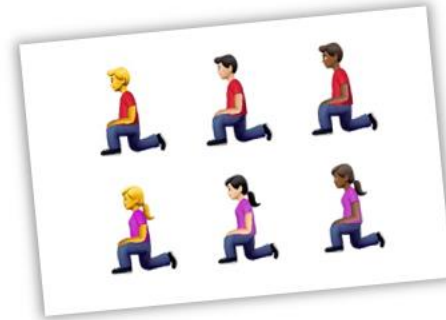
Exact same



ATM machines



Unsolved Mystery



Kneel down



Reason why



Moment in time



Preplan



Rise up



Unthaw



Earlier in time



Slightly ajar

Communicati

Writing

Words

Activity

THANK YOU

