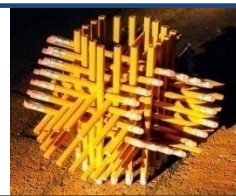




Team Writing Checklist



from the Business Communication Center

Team Organization Issues

Agree on meeting & communication formats

- Agree on times, lengths and location of meetings
- Determine communication channels
- Set document transmission and storage plans

Set team & meeting rules

- Set rules for decision-making, due dates, and peer treatment
- Set rules for speaking and procedure in meetings

Decide on penalties

- Missing meetings, deadlines, tardiness, non-communication, etc.
- Make penalties substantive (from buying donuts or pizza for team, to removal from team if major violation)

Set paper development timeline

- Start at due date, work back to start
- Remember to set necessary meetings

Assess team strengths/knowledge

- Use team assets to your best advantage
- Cover weaknesses with others' strengths

Assign team roles

- Choose roles you need: team leader, meeting records keeper, sub-section leads or others.
- Major team roles should not be combined with major task roles (e.g. team leader/lead editor)

Team Paper Issues

Determine the "voice" of the author

- One voice or several?
- Do voices have same position?

Assign task roles

- Divide paper tasks: researchers, writers, editor or editorial team, proof readers
- Not everyone has to participate in each task, or participate in each equally
- Don't over or under assign

Each member reviews all sections

- The paper belongs to everyone on the team, and everyone shares in the outcome

Reconvene to discuss revisions, style changes

- This is part of the continual revision process

Write intro, conclusion and transitions together

- Draw on entire team for good ideas for these sections
- Let strongest writers turn the ideas into text

Edit for content, cohesion, accuracy

- Edit for content
- Edit for style
- Edit for technical accuracy

Pay attention to both your team and the paper!



Tips for Team Writing:

1. Confirm what all interested parties want and expect from the document
2. Determine the type of document you are writing
3. Conduct initial research (after this step, reconvene to clarify expectations on document)
4. Set specific paper parameters using paragraph plan, outline, or table of contents, depending on paper type
5. Continue research
6. Create a skeleton document around sections and sub-sections using the paragraph plan, outline or TOC
7. Write the paper using the *Writing Great Business Documents* brochure as an aid