Project Title: Internal Newsletter or Update Email Draft

Project Category: Company Contribution

Objective: Draft a short, professional internal newsletter or update email that helps keep your team informed, connected, and motivated. This project promotes communication and builds a sense of community in the workplace.

Step-by-Step Instructions:

Step 1: Identify the Audience and Purpose - Ask your supervisor: - Who should receive the newsletter/email? (Entire team, department, student workers, etc.) - How often will it be sent? (Weekly, biweekly, monthly) - What type of content should be included? (Project updates, reminders, events, shout-outs, etc.)

Step 2: Collect Content - Start gathering content for the first edition: - Any recent accomplishments or milestones - Upcoming deadlines or events - Highlights from team members (birthdays, shout-outs, new hires) - Quick tips or resources (time management, tech shortcuts, etc.) - A message or quote from the supervisor or intern

Step 3: Choose a Format - Draft in a platform like Google Docs or Canva, or use the email body directly (Gmail, Outlook). - Keep it short (1–2 pages or screens max). - Use headers, bullet points, bolded text, and clear section breaks.

Suggested Sections: 1. **Header/Title** – “Team Tuesday” or “Office Highlights – July Edition” 2. **Welcome Message** – 1–2 sentence warm introduction 3. **What’s New** – Updates from projects, departments, or goals 4. **Upcoming Dates** – Deadlines, meetings, or office closures 5. **Shout-Outs** – Recognize staff, interns, or recent wins 6. **Tips & Tools** – A quick tech tip, email etiquette reminder, or helpful resource 7. **Closing Message** – Friendly sign-off or quote of the week

Step 4: Draft the Newsletter - Use a friendly, professional tone. - Avoid slang, but keep it engaging. - Double-check grammar and spelling.

Step 5: Get Feedback and Finalize - Review with your supervisor and edit based on their suggestions. - Ask if they’d like to send it out or if you can help distribute it.

Step 6: Save the Template - Once approved, save the format so it can be reused each week/month. - Optionally, create a folder for archived issues.

Deliverables: - 1–2 Sample Internal Newsletters or Email Drafts - Reusable Template (optional) - Optional: Reflection on how team communication contributes to office culture

Estimated Timeline: 1–2 weeks

Skills Practiced: - Writing and formatting - Communication and tone setting - Organization - Creativity - Team awareness