

Soft Skills for the School Librarian • Writing Skills

Recrafting the Message

Lucy Bibliophile, a new school librarian, needs help strengthening her written communication. Take a look at her three pieces below, annotate the problem areas, identify the intended audience and shared goals, indicate what the appropriate tone would be, and then give Lucy a hand by rewriting her messages.

Message to Students	
Original	<p>Dear 2nd Period Students,</p> <p>You've left the library a mess. It's unacceptable. I expect each of you to report to the library during your lunch break to right your wrong.</p> <p>Sincerely, Lucy Bibliophile</p>
Problem Areas	
Audience	
Shared Goals	
Tone	
Rewrite	

Notice in the School Newsletter	
Original	Well, folks, it's that time once again. We're hosting a school book fair and you're going find all kinds of books at this fair. There will be books for young kids. Books for old kids. Maybe even books for adults. You should come. It will be a blast. And don't forget your wallet!
Problem Areas	
Audience	
Shared Goals	
Tone	
Rewrite	

Overview Message on Library Website	
Original	<p>On this website, among other things, you will find that there are a really great number of resources for you to use when you have to conduct research for your classes or if you just want to come in and find a great new book to read. We have a really wide selection of books for you to choose from, if that's something that you want. Although the actual books aren't on this website, our online catalog is, plus you can also access eBooks directly through this site. We also have great online research resources for you. These include databases and a list of websites curated by your friendly librarians (that's us!). So welcome! Take a look and please come see us with any questions.</p>
Problem Areas	
Audience	
Shared Goals	
Tone	
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