

## Tips for Writing Winning OTMs

► **Check your grammar.** Presentation is the key. *Proofread* the OTM to make sure you are clearly stating what you want to say. Ask someone else to read the OTM for clarity and errors.

► **Use specific, concrete examples.** Don't say, "She did a great job!" State *exactly* what she did. Research information – talk to the person(s) you're nominating, their peers, co-workers, supervisors, etc. All of these people can provide concrete examples of why this person(s) deserves to be nominated for an OTM.

► **Get to the point.** Don't put so much fluff into the OTM that you never get into the substance of the submission. Look at all the criteria for the OTM and interview the person, if applicable. This will help make the OTM detailed and informative.

► **Originality and creativity help.** Be descriptive, creative, and inventive when writing about people and events. Those reading the nominations probably won't know anything beyond what you write in the nomination. Write so they can visualize and understand everything – paint a picture so the reader feels they have met the person or attended a program.

► **Detail something that will make the OTM stand out.** Write OTMs immediately following the program for which they are written. It will be easier to remember all of the details and events that occurred. If you are not writing it directly after an event, take some notes to make the OTM writing process easier. Make notes about the people nominated for OTMs – what outstanding details motivated the nomination in the first place?

► **For program OTMs, show the effectiveness the program had.** Discuss the needs that sparked the program, the goals developed, the purposes of the program, what makes the program unique, how the students took an active part in the program, etc.

► **Make sure the OTM fits the category, and show that it does.** To avoid mistakes, review the criteria and descriptions for each OTM. Don't waste the work of writing a great OTM only to nominate the OTM in the wrong category.

► **Make sure a nomination is MONTH SPECIFIC.** It is very important to highlight the outstanding things the nominee did and how they did it *in the month of nomination*. Use phrases like "in the month of \_\_\_\_\_ they..." and keep this in mind throughout the OTM nomination.

► **Utilize the word count wisely.** Nominations must not go over the maximum word count limit. Utilize the word processor's word count feature.

► **Submit the OTM on time.** OTMs are due to June Severson, 260 Stanley by the 4<sup>th</sup> of each month for the previous month.