



Training Opportunities

Office of the Secretary Executive Secretariat (OES)

presents

Best Writing Practices II and Corresponding with Congress

Best Writing Practices II

Have you been asked to prepare an internal document to be signed by the Secretary? Are you interested learning a few writing “tricks”? Join the **Best Writing Practices II** seminar to learn practical writing tips to draft the Secretary’s responses to a wide variety of audiences and preparing internal documents to be signed by the Secretary.

Topics Covered

- The difference between correspondence and secretarily-signed documents
- The role of clearance offices
- Model text and templates
- Sources for gathering information

Instructor:

Marcia Moore, *Office of the Executive Secretariat, Director*

Targeted audience: Program leaders, subject-matter experts, anyone providing substantive input on correspondence and other documents.

When: February 10 from 1pm – 2pm EST via Microsoft Teams

[Register Here](#)

Corresponding with Congress

Have you been asked to draft the Secretary’s response to a letter from Congress? Do you have interests in learning the special writing considerations when corresponding to Congress? Join the **Corresponding with Congress** seminar to learn more about USDA’s relationship with Congress, managing reports to Congress, how correspondence from Congress is prioritized, and practical writing tips.

Topics Covered

- Fundamentals of how Congress is organized and their responsibilities
- Addressing members of Congress
- Citing legislation
- The roles of the Offices of Budget & Program Analysis, Congressional Relations, and the Executive Secretariat

Instructors:

Leslie Barrack, *Office of Budget & Program Analysis, Deputy Director*

Eric Deeble, *Office of Congressional Relations, Deputy Assistant Secretary*

Marcia Moore, *Office of the Executive Secretariat, Director*

Target Audience: Program leaders, subject-matter experts, anyone providing substantive input on correspondence and other documents.

When: February 10 from 2pm – 3:15pm EST via Microsoft Teams

[Register Here](#)

Registration limited to 200 participates per session

For more information contact **OES Training / OESTraining@usda.gov**

Memorandums of Agreement

Correspondence with

Congress Responses to GAO Reports

Correspondence with Industry Advisory Committee Appointments

Correspondence with the Public

Farm Bill Report

Correspondence

Disaster Declarations

Correspondence with State Governments

Correspondence with

Tribal Leaders Reports to Congress

Correspondence on behalf of the President

Proclamations

Certificates

Ceremonial Signing

Events Clearances

Retirements



U.S. DEPARTMENT OF AGRICULTURE