

DORKING U3A

Guide for writing monthly report

1. First paragraph: What is interesting and different about this session.

Members visited the Museum of London to find out more about Roman Britain.
The mysteries of the universe were explained by a leading cosmologist.....
The work of Cezanne was explained.....
Wagner's Ring cycle and its mythology were discussed.....
The poetry of Keats and his imagery were examined.....
The causes of the Wars of the Roses were looked at.....

2. Second paragraph

Say when this happened and where. If you haven't said which group in the first paragraph put it in now.
The Dorking U3A Latin group saw dozens of Roman artefacts during their visit on 12 September.
Prof John Brown, from the University of Cambridge, spoke to the Dorking U3A science group at their meeting on 20 October.

3. Put in a bit of detail

Among the fascinating displays were the 4th century mosaics.....
The four operas start when a magic ring is stolen from the dwarf Alberich by Wotan. The battle to get it back forms the plot.

4. Say what the best/worst thing was about your meeting

Members remained baffled by the role of Brunnhilde.....
The science group failed to agree on the causes of
The group decided that Henry VIII would have done better to stick with his first wife Katharine.....

5. Write in the third person – do not use we/I

6. Do not say a good time was had by all/everyone enjoyed it – they didn't.

7. Say when the next meeting is and what it is about.

The Poetry Unlimited group meets at xxxxxxxx on Monday xxx October. They will be discussing the work of Byron.

Then stop writing. No need for a witticism or sign-off line. Just stop and email it to:

chairman@dorkingu3a.org.uk