

## Tips For Writing Narratives

- What specifically did the person do?
- How well did they do the task?
- What was the significance to the University?
- In a couple of sentences, what specifically did the person do to go above and beyond their normal job duties to earn a nomination?
- Write in specific terms, but be as brief as possible.
- Read the narrative questions all the way through before you begin writing so that you get a feel for the type of information to include in your narrative.
- Please keep your narrative to no more than 2 pages.

*Questions may be directed to:*  
Oyin Jones Mitchell, Employee Development and Wellness Services  
1 Park Place, Suite 308, ext. 3-3296 or  
[rewards@gsu.edu](mailto:rewards@gsu.edu)

