

MEMOIR WRITING: YOU HAVE A STORY TO TELL

Class Guidelines, Protocols, and Requirements

01/30/26

Protocols/Guidelines/Requirements

- Please create a memoir in Word and email the document to me by **1:00 PM Thursday** afternoon.
- Please bring a sufficient number of copies (15) of your memoir to class for sharing with the group. Copies will be returned to you.
- Memoir submissions shall be targeted at **800 words**, which usually takes about five-minutes to read. Longer pieces may be divided into two or more parts to be read in successive weeks.
- Topics for memoirs are essentially unlimited. You are asked to please be mindful of language and potentially sensitive issues – but it's your story.

Protocols/Guidelines/Requirements

- Feedback to each author shall be constructive. Consider what you like about their submission and how effectively feelings, thoughts, emotions, and senses were communicated
- Memoirs shall be treated as *private and personal* within our classroom. Please do not retain copies or share without permission of the author
- Consider who you are writing for – and why
- Please focus class comments specifically on the writing. Discussion of individual personal experiences should be saved for another time.

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Important Reminders

- Please include your name and word count on your memoir
- Please prepare a sufficient number of copies of your work to share
- Please be prepared to read when it's your turn (reading order will be announced)
- Practice reading your work *before* class. Target 5 -minutes or less
- Your feedback is important. Please keep your comments on -point and be specific. Note additional comments on your shared copy
- Let your writing speak for itself. Please avoid long background/backstory introductions prior to reading
- We are here to learn from one another.

Class Courtesies/Reminders

- Class starts promptly at 11:00 AM on Fridays
- Please arrive on-time (a few minutes early is best)
- Class ends at 12:30 PM (next class must set-up)
- Maintain an atmosphere of mutual respect
- This is *our* time. What's shared here, stays here