



C.B.W.S.

Department of English

Denison Hall
Manhattan, Kansas 66506
913-532-6716

17 October 1980

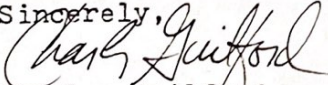
Dear Colleague:

I'm writing to keep you posted on the formation of the Conference on Basic Writing Skills, a new professional organization for basic writing teachers and administrators. Since we first began to organize and to collect names of prospective members at the 1980 4C's convention in Washington, we have been steadily growing and becoming better known.

Now, having recently been designated a 4C's Special Interest Group and having been given a spot on the 1981 program in Dallas, we have a solid foundation to build from. What we eventually become will be determined by the scope of our vision and our willingness to work together to achieve the goals we set. If we are to develop into a truly effective organization serving the real needs of our students and our profession, much work needs to be done.

More than anything, we have to take stock of our present position, of the challenges we face and of the resources we have for meeting them. Both our 4C's session, entitled "Basic Writing in the '80's: Challenges and Resources," and the enclosed questionnaire, which I hope you will fill out and return to me at the above address, are intended to help us learn where we presently stand so that we will be better able to assess what to emphasize during our next phase of development.

Thanks very much for your interest in C.B.W.S. Tell your friends about us. Run-off a few copies of the questionnaire to pass around. We'll let you know the results. In the meantime, I'll look forward to seeing you in Dallas and to keeping in touch through the mail.

Sincerely,

Charles Guilford

Conference on Basic Writing Skills

First Membership Survey

- A. What proportion of your teaching is devoted to basic writing? ____%
- B. Briefly describe your formal training for this work. _____

- C. Did this training adequately prepare you to teach basic writing? ____
- D. What professional organizations do you belong to? _____

- E. Which of these are most helpful to you as a basic writing teacher?

- F. Which of the following services that CBWS could provide would be most helpful to you as a basic writing teacher? Please rate them on the following scale: 1--not helpful; 2--moderately helpful; 3--very helpful.
1. Informal communication and idea sharing at 4C's _____
 2. Publication of a regular newsletter _____
 3. Publication of a more comprehensive magazine or journal _____
 4. Production of teaching aids (filmstrips, unit plans, etc.) _____
 5. Sponsorship of workshops and seminars _____
 6. Formation of a professional consulting service _____
 7. Establishment of a resource center _____
 8. Other. Please specify _____

- G. Please check any of the following committees that you would be willing to work on. If you are interested in more than one, please use numbers to indicate your order of preference.
1. Constitution and By-laws _____
 2. Awards _____
 3. Program _____
 4. Special Projects _____
 5. Publications _____
 6. Placement _____
 7. Membership _____
 8. Other. Please specify _____

- H. Please check the figure that seems most reasonable for annual dues.
\$5 _____, \$7 _____, \$10 _____, \$15 _____, \$18 _____, \$20 _____
If possible, please enclose a tax-deductible contribution to help cover start-up expenses.
- I. Do you plan to attend the Dallas convention? _____
Will you be on the program? _____ If yes, what section? _____
Will you be looking for a job? _____ Hiring? _____
- J. Please use the reverse side for additional comments.
- K. Please list your corrected name and address below.