

# Introduction

This wording guide is a handy when tackling the task of writing an inscription for an award plaque. The language of this guide is simple, complimentary and easy to comprehend. It is also interchangeable.

For example, if you are looking for the proper wording for an award for a "Leader" but under "Leader Category" you cannot find the right phrasing for what you want to say.....not to worry, there may very well be a phrase that appeals to you in the "Coach Category" which when mingled with a phrase in the "General Category" will say it just the way you want to say it. Or, you may easily find the words you want to say verbatim for any award under its category.

Trying to put together the right words? You may mix and match any phrases or expressions, quotations or language to customized the wording for the award to be presented. You can keep it short. You can make it just as long as you like. Often one or two sentences will say it all; on the other hand two or more sentences may be necessary to capture just the right wording for the special purpose of your award.

Most samples will be fine verbatim; some interchangeable for various categories of awards. For example, a "Service" award phrasing may be just what you want to say to a "Teacher" to whom you are paying tribute. Additionally, this guide provides you with several samples of awards of the comic / humorous nature which also are interchangeable.

Keep in mind the person for whom the award is intended and the reason or purpose of the award. Put yourself in their shoes when you do the final read-through. (If this were your award, would you be proud of it, overwhelmed by it, elated by it, amused by it?) Intention is very important. Have you captured the person or persons in the words you chose and said "Thank You" in a way that is suitable for the person or the occasion?

One good way of checking yourself before ordering is to read the proposed inscription aloud, as it would be done upon presentation. If it sings the right tune, you have selected well. You have got the right combination of phrases. If not, it is back to the drawing board, trying new combinations until the wording rings true.

Although it may at first appear as though this award wording project is a chore (*You may ask yourself: why did I get stuck with this?*) it can be lots of fun creating the perfect wording.

We hope you find that using this wording guide, has made your task an easier one and that you will refer to it over and over again when at a loss of an award inscription.

HAVE yourself some fun and get down to it.....you have a mission to accomplish.