**WRITING GROUP INITIAL INVITATION**

Hey [Insert name here],

I wanted to reach out to see if you are interested in joining a(n) [Insert research topic here] PhD student writing group that we are putting together. We'll likely start the group [Insert time frame here].

The purpose of the writing group will be to get a few really cool young [Insert research topic here] scholars together to share ideas, network, and hopefully improve our writing in the process.

We haven't nailed down the structure of the group quite yet, but we are hoping to keep it to about 6 students or less from various institutions. The goal is to get a high professional return for a low time commitment. The basic premise is that we set up the group like a mini journal organization. Each semester, we will have one editor who will receive members’ submissions (e.g., abstracts, sections of a paper, manuscript first drafts) and assign them to one or two members for an in-depth review. The other group members will simply read submissions and give high-level feedback. Along with submitting and reviewing writing, each time we meet we will also set writing goals to encourage us to make progress between meetings. We can decide how often we’d like to meet, but I was thinking every three or four weeks.

So far, we have a few students from [Insert universities here] in the group. We are all at the same stage in our PhD programs.

Is this something you'd be interested in joining?

Cheers,

[Insert your name here]

**POTENTIAL QUESTIONS AND RESPONSES**

Approximately how much time per semester are we talking?

I was originally thinking we would connect via a video conference once every three or four weeks for 30-45 minutes. In addition, each of us can take turns giving a friendly review when the need arises.

And what would the basic structure and procedures look like?

I would propose that we meet virtually once a month to set goals and talk about our writing. We would present what we're working on, where we are at, and what our goal is before the next meeting. The following meeting, we each report on previous goal and choose a new goal for the cycle. Really, the purpose would be to create some external accountability that will motivate us to continually reach our writing goals. Of course, we'll be forming this group together, so while these are propositions, we can decide as a group how we want to proceed.

Who else is involved?

And is there still room for ideation/negotiation? (sorry, lots of questions…)

YES! Most definitely. We are just forming the group, so we can build this any way we'd like.