



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

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MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
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SUBJECT: Instructor Tips

The U.S. Office of Government Ethics has developed a series of instructor tips for ethics officials who are responsible for ethics training. The tips are being offered to help ethics officials improve their presentation skills and are designed to enhance ethics training provided to executive branch employees. The first two tips address how to improve your voice tone and avoid talking too fast.

The tips are available on our website under the Training Aids section at: [http://www.usoge.gov/pages/forms\\_pubs\\_otherdocs/forms\\_pubs\\_other\\_pg2.html#TA](http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other_pg2.html#TA). Please contact Winifred Jackson-Francis at [wmjackso@oge.gov](mailto:wmjackso@oge.gov) or (202) 482-9268 for questions about the instructor tips.