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| **Wk 3** | **Oct. 3**  5 Minute Journal Write: An early childhood memory about observing someone work.   * Review 5 Sentence requirements. * “Simple Sentence A, B, and Answers” due. * **Homework:** Journal Write: write about another early childhood memory—any type you choose.   5 min. | **Oct. 4**  5 Minute Journal Write: A memory from last year regarding school or work.   * Review 5 sentence requirements. * *LB:* Work at your own pace. Share corrected results with instructor. * **Homework:** Get journal ready for Journal check tomorrow. Separate folder, entries in order. | **Oct. 5**  6 Minute Journal Write: A good thing you have done for yourself.  Sentence fragments and run-ons. Exercise assigned.  **Journal Check**: Journal due. Please leave your journals with the instructor. Fold pages that you do not wish for her to read. Put all entries in order in journal notebook or file with your name on the outside. You will get these back tomorrow.  **Homework:** Print“Fragment and Run On Exercise”: complete and bring for tomorrow. | **Oct. 6**  6 Minute Journal Write: Good advice you got and took.   * Journals returned. * Correct “Fragment and Run on Exercise”—put in your class file. * *LB*—continue at your own pace. * **Homework:** Journal Write: Tell about a bad habit you have overcome or a change you have made for the better.   5 min. | **Oct. 7**  6 Minute Journal Write: Describe a time when you have made a complaint to a store or other business—verbally or in writing. What happened?   * **WTO Lesson 3:** Business Letters:   pg 17-22   * **Homework:** PrintLesson 3: Envelop and Salutation, Complete and bring on Monday. * Print “Simple or Compound Exercise” for Monday. |
| **Wk 4** | **Oct. 10**  7 Minute Journal Write: What are three short term goals you plan to achieve?   * Lesson 3 due. * Review Lesson 4: Business Letters—one to business and one to representative * Due Friday.. * “Simple or Compound Sentences” exercise. * **Homework:** “Simple or Compound Sentence” exercise due Wednesday. **Note**: Print “Library Represent.” Pages (2) for use *tomorrow* in library tour/lesson   **GO TO LIBRARY instead of classroom tomorrow.** | **Oct. 11**  LIBRARY TOUR and HELP: Go directly to library, not classroom.   * Turn in Sentence Exercise. Instructor will correct. * **Library Tour**. Get addresses of representatives—local, state, national. Get assignment from instructor. * **Homework**: determine what topic you would like to ask about or change for the letter to a government representative, due Friday. | **Oct. 12**  7 Minute Journal Write: Tell about an accomplishment in your work or school life.   * Correct and turn in “Simple of Compound Sentences” homework from Monday. * WTO Lesson 4: Writing Business Letters: Content, pg 23-30. * Brainstorm topics for letters. * **Homework:**   For Friday, write a business letter to a government official (WTO, Lesson 4. | **Oct. 13**  8 Minute Journal Write: Tell about a mistake from which you have learned.   * **In class and** **Homework** * For Friday, complete your two letters, Lesson 4. * If you have completed the above, continue in LB at your own pace. Correct and share results with instructor. | **Oct. 14**  8 Minute Journal Write: Tell about a time when you traveled.   * Read letter to government official to class. * Turn in both letters,   Lesson 4.  **Homework:** Optional journal write: Other issues that I would like my government representatives to address. 8 minutes. |