Tuesday, April 28, 2020

For this lesson, you will be doing Workplace Documents--please read pages 598-603.  Workplace documents are documents that businesses use to relay important information**in writing** so that agreements, decisions, and requirements are clear to everyone involved. Please look over the directions for the graphic organizer before you begin reading.  If you do not follow the directions, your answers will be very different from what they should be.

For this lesson:

**Tuesday, April 28**--Workplace GO and Practicing the Standards

**Wednesday, April 29**--Workplace Vocabulary Development---many of you are forgetting to do the word definitions at the top of the vocabulary development worksheet--

I am including the book's PowerPoint so that you will have detailed notes if you would like.

All of the graphic organizers, vocabulary developments, and practicing the standards are being sent to you in the e-mail, but can also be found on my web page.  They are also all Word documents--you need to download, save as your own name, enable editing, type on, and save again in order to send to me.

The warmer weather of the last few days has made the on-line learning tougher for all of us, but we are close to being done, please stay focused for just a few more lessons.  I appreciate all that you are doing, and I still miss seeing your faces every day!