

Recent

My files

Downloads

Google Drive

My Drive

Jorge's USB

Family photos

Our dog pics ...

Shared drives

Shared with me

Offline

My Drive > Jorge's USB

Folders

Family photos

Our dog pics

Files

New hire letter.gdoc

Vacation ideas.gdoc

Shift schedules.gsh...

Employee budget.g...

Wedding list.gslides

JB\_Resume.gdoc

Announcement

- 1. Read the following announcement and answer the questions.
- 2. Write a short paragraph about the announcement. Use the information you have read.
- 3. Discuss the announcement with your partner and write a short paragraph about it.

Write a letter

Write a letter to the principal of your school. Tell him or her about the announcement. Explain why you think it is a good idea. Write about 100 words.

Remember to use the information you have read.

New hire letter.gdoc

GO-GO TRAVEL

Tobias' Travel

Vacation ideas.gdoc

Rhetorical Hospital

Read the text and answer the questions.

Text	Question	Answer
1	What is the main idea of the text?	...
2	What is the purpose of the text?	...
3	What is the tone of the text?	...

Write a short paragraph about the text. Use the information you have read.

Shift schedules.gsh...

Annual budget calculator

Use the data to calculate the annual budget for the company.

Read the data and calculate the annual budget.

- 1. Calculate the total revenue for the company.
- 2. Calculate the total expenses for the company.
- 3. Calculate the net income for the company.

Write a short paragraph about the budget. Use the information you have read.

Employee budget.g...

Wendy & Jorge  
are getting  
married

September 4, 20XX

Wedding list.gslides

100 Essential Strategies

Read the text and answer the questions.

Write a short paragraph about the text. Use the information you have read.

JB\_Resume.gdoc