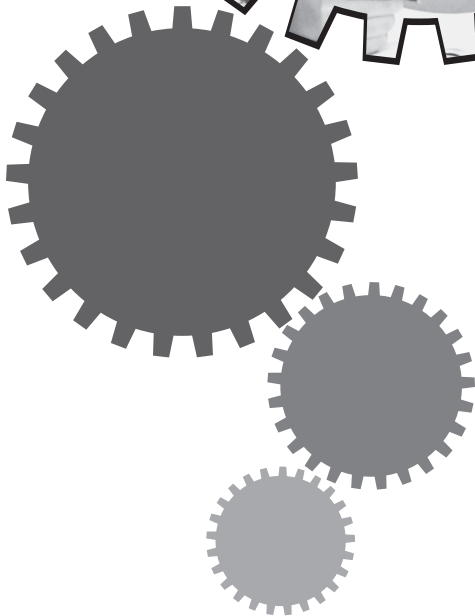


# Classroom Worksheets



- Student Grammar Journal
- 1.5: Writing Directions
- 1.5: Graphic Organizer
- 2.1: Homophones
- 2.2: Workplace Writing
- 2.5: How to Handle Mistakes
- 2.6: Sending Emails
- 3.1: Angela's Chart
- 3.6: Dream Job/Writing Process
- 4.1: Professional "Tone"
- 4.2: Creating an Advertisement
- 4.3: Filling Out Forms
- 4.5: Keeping a Written Log

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Problem</b>	<b>Rule (in your own words)</b>	<b>Write a Sentence Using the Rule</b>
Commas	Always put a comma after different words in a series	I will need to order more plates, napkins, and toothpicks.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Task: \_\_\_\_\_

Step	Action
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Task** \_\_\_\_\_

Step 1

*then...*

Step 2

*then...*

Step 3

*then...*

Step 4

*then...*

Step 5

*then...*

<b>Grammar Rule Review – Make These Homophones Your Own!</b>		
<b>Homophones</b>	<b>Definitions</b>	<b>My Sentences</b>
Its	Its is a possessive; something belongs to "it". For example: "I know that its result will be positive."	
It's	It's is a contraction of it is, such as "It's payday tomorrow."	
Know	Know is to understand something, such as "I know how to do my job."	
No	No is a negative answer, the opposite of the word "yes". "No, I cannot work on Friday."	
Sale	Sale is to sell something, such as "There is a yard sale in my neighborhood."	
Sail	Sail is what a boat does, such as "She wants to sail across the ocean."	
There	There means a location like "over there". Example: "I need to be there in the morning."	
Their	Their is a possessive word; it belongs to them. Example: I am responsible for delivering their paychecks on Friday."	
They're	They're is a contraction of "they are", such as "They're coming to the office."	
To	To is a simple preposition, such as: "I am going to work."	
Too	Too is used to show agreement, such as "I want ice cream too."	
Two	Two is a number, such as "I need to complete two orders."	
Which	Which is a question, such as "Which line is working the fastest?"	
Witch	Witch is a woman on a broomstick.	
Your	Your means that it belongs to you, such as "It is your job."	
You're	You're is a contraction of "you are", such as "You're in line for a promotion."	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Type of Workplace Writing</b>	<b>Purpose</b>	<b>Audience</b>
Newspaper advertisement selling new cars	To get someone to buy a new car	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**2.5**

### **How to Handle Mistakes**

1. Admit that you are responsible for the mistake.

\_\_\_\_\_

2. Determine who needs to know that you made a mistake.

\_\_\_\_\_

3. Share the error or mistake with person(s) who need to know.

\_\_\_\_\_

4. Give the facts.

\_\_\_\_\_

5. Don't make excuses.

\_\_\_\_\_

6. Tell the person what happened and how you fixed the problem or plan to fix the problem.

\_\_\_\_\_

7. Tell your employer how you will make sure that the mistake does not happen again.

\_\_\_\_\_

---

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**2.5**

### **How to Handle Mistakes**

1. Admit that you are responsible for the mistake.

\_\_\_\_\_

2. Determine who needs to know that you made a mistake.

\_\_\_\_\_

3. Share the error or mistake with person(s) who need to know.

\_\_\_\_\_

4. Give the facts.

\_\_\_\_\_

5. Don't make excuses.

\_\_\_\_\_

6. Tell the person what happened and how you fixed the problem or plan to fix the problem.

\_\_\_\_\_

7. Tell your employer how you will make sure that the mistake does not happen again.

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

2.6

## **Sending Emails**

---

Before you click the “send” button:

**Proofread** — Read your email carefully and check for spelling mistakes, missing capital letters, commas, and end punctuation marks. Make sure that your email is “correctly” written.

**Email address** — Make sure that you have the correct email address of the person to whom you are writing in the “To:” box.

**CC box** — Make sure this box is empty unless you want someone else to get a copy of your email.

**Subject box** — This is where you write what your email is about.

**Body** — Make sure that the email text is complete, but concise. People do not like to read long email messages.

Now you are ready to click “send.”

---

Name: \_\_\_\_\_

Date: \_\_\_\_\_

2.6

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---

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Now you are ready to click “send.”



NAME: <i>Anne Ellis</i>	INSURANCE #: <i>XYZ1234567</i>
DOB/AGE: <i>09/09/1942 67 yrs</i>	CONTACT INFO:
VITAL SIGNS:	<i>Mrs. Ellis was awake at 3:00 in the morning because she was</i>
	<i>thirsty so I filled her water pitcher and gave her a glass of</i>
	<i>water which she drank and then Mrs. Ellis wanted a blanket</i>
	<i>because the room was cold so I got her a blanket from the</i>
	<i>nurse's storage room because there weren't any blankets in</i>
	<i>the room and then I checked her vital signs before I left her</i>
	<i>room and her vital signs were normal and I logged them into</i>
	<i>the front of the chart. I checked on Mrs. Ellis again at 4:00</i>
	<i>a.m. and found her sleeping soundly and Mrs. Ellis awoke at 6:30 a.m.</i>



Read the following pairs of sentences. Check the message that delivers a professional tone to the reader.

1.

I hope that you will contact me. I know that my qualifications are not very impressive, but I do want the job.

**OR**

My qualifications and willingness to work hard make me an excellent applicant for the position. You can reach me at 555-222-3333. I look forward to hearing from you.

2.

The new boss doesn't know anything about what we do.

**OR**

Our new supervisor is working hard to learn everyone's job.

3.

It's not fair that I do more work than the other workers.

**OR**

I would like to schedule a time to discuss with you my current responsibilities.

4.

Because you used the product incorrectly we will not refund your money

**OR**

General Manufacturing cannot refund your money because the product was used incorrectly.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Create an advertisement for a product. First, complete the following form. Then create a basic “sketch” of the advertisement in the space below.

Name of the product	
List three words that describe the product.	1. 2. 3.
What would a customer like about this product?	
Why would a customer buy this product?	
What would be a catchy headline to start your advertisement?	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the sample sales form with the following information: 2 black t-shirts, size L, item number 788, at a cost of \$9.95 each and 4 pairs of black shorts, size L, item number 888, at a cost of \$15.99 each. Make sure the entire form is complete.

Order Form				
Date				
Ship To		Name		
		Street Address		
		City, State, Zip Code		
		Phone		
Quantity	Item #	Description	Unit Price	Line Total
			Total	
			Shipping and Handling	\$6.25
			Total	
Make all checks payable to Sports Goods for All				
Thank you for your business!				
<b>Sports Goods for All – 99 Sports Way – Dearborn, MI 48129 – 888-888-8888</b>				

Check your work using this checklist:

- Are all of the spaces that need to be completed filled in correctly?
- Is the information accurate?
- Did you spell all of the words correctly?
- Did you capitalize correctly?
- Did you use correct punctuation?
- Is your writing clear so that others can easily read it?

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Date &amp; Time:</b>	<b>Activity</b>	<b>Action Required</b>	<b>Action Completed</b>
10/1: 8:00 – 9:00 AM	Listen to messages and access email	Respond to calls and emails	3 calls (Names of people) 6 emails (Names of people)