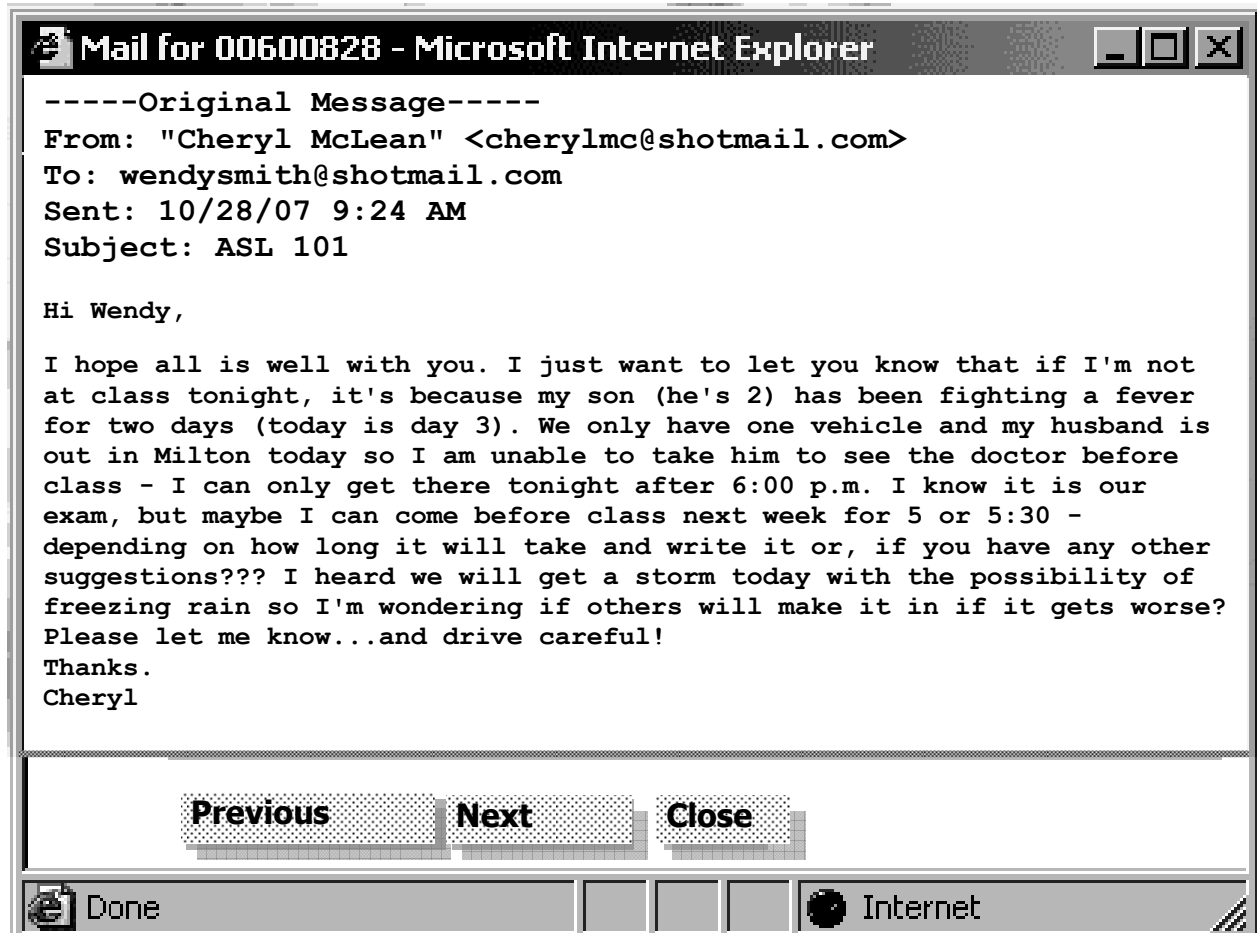


Activity & Worksheet 3

E-mail Communication

Skills: Text Use, Numeracy, Document Use
Profiled: ASL Instructor
Other Applications: All

Read the following e-mail and answer the questions:



-----Original Message-----
From: "Cheryl McLean" <cherylmc@shotmail.com>
To: wendysmith@shotmail.com
Sent: 10/28/07 9:24 AM
Subject: ASL 101

Hi Wendy,

I hope all is well with you. I just want to let you know that if I'm not at class tonight, it's because my son (he's 2) has been fighting a fever for two days (today is day 3). We only have one vehicle and my husband is out in Milton today so I am unable to take him to see the doctor before class - I can only get there tonight after 6:00 p.m. I know it is our exam, but maybe I can come before class next week for 5 or 5:30 - depending on how long it will take and write it or, if you have any other suggestions??? I heard we will get a storm today with the possibility of freezing rain so I'm wondering if others will make it in if it gets worse! Please let me know...and drive careful!
Thanks.
Cheryl

Previous Next Close

Done Internet

(This is a sample e-mail sent by a student, Cheryl, to her ASL Instructor, Wendy.)

1. What is the main reason this student is contacting her instructor?

2. Suppose you are willing to meet this student before class next week ~ write a response to her to let her know:

