

Chapter 13 Supplemental Activity

Greeting Card Template

Complete Lesson 84 before you complete this activity.

1. Open *Word*. Using a thank-you card template that you choose, design a thank-you card for a classmate who helped you study for a recent math test.
2. Print the card and fold it properly. Save the card as *C13 Sup Card* and close it.

Chapter 13 Supplemental Activity

Memo Template

Complete Lesson 84 before you complete this activity.

1. Open *Word*. Using the memo template of your choice, key the following memo to your teacher:

TO: [Your principal's name]
FROM: [Your name]
DATE: [Insert current date]
SUBJECT: LITERATURE CLUB

Several classmates of mine in AP English are interested in forming a Literature Club at school. We have spoken with our teacher, Ms. Dillon, and she is willing to sponsor our club. We propose to meet once a month to discuss a classic piece of literature.

Ideally, meetings would be held after school in Ms. Dillon's classroom on the first Monday of each month from 3:00-4:30 p.m.

Please let me know if we have permission to form a Literature Club, and what the next step in the process might be. Thank you.

2. If needed, key your school name as replacement text in the appropriate place on the template.
3. Print the memo. Save the document as *C13 Sup Memo* and close it.