

# Language Arts

Activity Book

## Real Life Writing

Teacher Edition

GRADES 3-4



NEWPATH  
LEARNING®



# Real Life Writing

**(Grade Level 3-4)**

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# Teachers' Notes

Children are becoming connected with the adult world quicker than at any time. They are aware of adult responsibilities and want to take control over aspects of their lives at an increasingly early age. However, taking control has with it responsibilities, acceptance and understanding of consequences.

This book is about providing children with practical and common situations in which they might find themselves as they grow up. It aims at giving them the ability to be able to understand and participate in these situations with confidence and competence.

Such situations include a range of forms, registration slips, bank forms and surveys which have both relevance and a high level of interest for children.

To get the most of out of each lesson it is suggested that teachers:

1. Go over the real life writing samples orally first with the children. Ask children questions that draw upon their personal experiences.
2. Copy the question sheets and distribute. Answers can be written on the sheet or in students' reading/language notebooks.
3. Always mark work as soon as possible. Children are motivated most during this time and you can take advantage of their high interest.
4. Back up every real-life writing exercise by asking children to bring in real samples of the literature examined. Perhaps create a 'Real Life Writing Wall' and encourage children to bring in sample items and post them on the board.

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# ***SUPER DUPER'S VIDEO BARN***

## Membership Application Form

Thank you for joining Super Duper's Video Barn. We are pleased to welcome you as a new member. Please take a few minutes to fill in this application form then read the Terms and Conditions and sign. If you have any questions, don't hesitate to ask one of our staff.

Please print clearly:

Full name: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Details:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Identification:

Date of birth: \_\_\_/\_\_\_/\_\_\_ (M/D/Y)

Driver's License Number: \_\_\_\_\_

Security Password: \_\_\_\_\_ (NOTE: Keep your password secret.)

Your preferred video choices (check what interests you most):

- |                                |                                    |                                 |                                    |                                   |
|--------------------------------|------------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Drama | <input type="checkbox"/> Adventure | <input type="checkbox"/> Action | <input type="checkbox"/> Romance   | <input type="checkbox"/> Thriller |
| <input type="checkbox"/> War   | <input type="checkbox"/> Classics  | <input type="checkbox"/> Comedy | <input type="checkbox"/> Art House | <input type="checkbox"/> Musicals |

What movies do you usually rent?

- Weekly       New Release       Overnight

### Terms and Conditions

1. I am responsible for the return of rented videos and DVD's.  
I will return them in good condition.
2. I agree to pay the penalty rate if I don't return the video on time.  
Penalty rate is the same as the daily cost to rent that video.
3. I agree to pay the costs for loss or damage.  
If I don't return the video after 14 days, or if I lose or damage it, I agree to pay the costs of repairing or replacing it.
4. I agree not to rent the video out.  
I agree not to re-rent the video out to anyone else.

Yes, I have read and understood all the Terms and Conditions and agree to them all. I want to join Super Duper's Video Barn.

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

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

## Super Duper's Video Barn

- ❑ Application forms are used as a way of gathering accurate and relevant information about people wanting to join clubs or companies. Usually this information is entered into the computer for future reference. Look over, discuss and then complete the **Member Application Form** for Super Duper's Video Barn. Answer the questions below:

1. Why do you think they ask for so many different contact numbers? \_\_\_\_\_  
\_\_\_\_\_
2. What do you think the security password is for? \_\_\_\_\_  
\_\_\_\_\_
3. Why do you think they want to know your date of birth? \_\_\_\_\_  
\_\_\_\_\_
4. Are you, or someone from your family, a member of a video store? If so, which one? \_\_\_\_\_  
\_\_\_\_\_
5. Look over the Terms and Conditions. Why do you think the video store makes you agree to them before they will let you become a member? \_\_\_\_\_  
\_\_\_\_\_
6. If you didn't agree with all of the Terms and Conditions, could you still join the video store? Why or why not? \_\_\_\_\_  
\_\_\_\_\_
7. Why is it important to read a document carefully before you sign it? What could happen if you don't? \_\_\_\_\_  
\_\_\_\_\_
8. Why do you think they ask people which videos they prefer and what videos they usually rent? \_\_\_\_\_  
\_\_\_\_\_
9. Are there any other rules Super Duper's Video Barn could add to their Terms and Conditions? Think hard and write at least two others. \_\_\_\_\_  
\_\_\_\_\_

### Activity:

Create and design your own video application form. If possible, use computer software such as MS Word or MS Publisher and print it out.



# Uncle Ray's Book Catalog

Horror	Sci-Fi
....HR3123 Things That Go Bump \$19.95	....SF5098 Space Explorers \$9.95
....HR2463 Last Stop \$12.95	....SF5033 Star Man \$14.95
....HR2574 Camping at the Rock \$19.95	....SF5034 Deep in the Outer \$9.95
....HR2003 Halloween Surprise \$14.95	Adventure
Romance	....AD6121 Spot and Mars Run Away \$4.95
....RM3285 Reg and Juliet's Sisters \$9.95	....AD6549 The Adventures of SuperDude
....RM3474 My Summer Holiday \$14.95	....AD6328 Black Beauty \$12.95
....RM3967 New Boy in Class \$7.95	....AD6494 Lost at Sea \$9.95
Sport	Travel
....SP4219 The Cricket Book \$9.95	....TR7985 The Mountain Men \$14.95
....SP4567 Swimming Heroes \$14.95	....TR7843 Around the World Again \$14.95
....SP4856 World Cup Soccer \$9.95	....TR7742 Trans-Siberian Express \$14.95
....Sp4742 The Olympics \$29.95	....TR7932 Travel UK \$12.95

## Order Form

Code	Title	Qty	Price

Total

Please add \$3 per book for postage and handling to a maximum of \$15

Grand Total

Shipping Instructions:

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

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Payment options:

- Please bill me later.    Please find enclosed a check.    Please charge my credit card.  
Please do not send money though the mail.

Send your order to:

Uncle Ray's Books, 438 Holt Highway, Read, Illinois 98484

- ◆ Please allow 7-14 days for delivery.
- ◆ Prices are subject to change without notice.
- ◆ Phone 1-800 555-1212 for any other information.

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

# Uncle Ray's Book Catalog

❑ Buying from book catalogs is a popular way to buy. It's sometimes easier and quicker to look through a list of books and order from a catalog than it is to search through a bookstore trying to find what you want. Catalog books are also often cheaper than those in a bookstore. Look over Uncle Ray's Book Catalog and place an order for some books you might like. Add up the totals and select a method of payment. If you wanted to pay by check, you could make up your own check form.

1. Why do you think each book has its own CODE? Example: **RM3474** My Summer Holiday

\_\_\_\_\_

2. Why do you think people would use a book catalog instead of buying from a bookstore?

\_\_\_\_\_

3. Have you ever bought a book from a catalog? If so, which book/s did you buy, when did you buy them? Did anyone help you fill out the form?

\_\_\_\_\_

\_\_\_\_\_

4. Why do you think the catalog has been broken into groups such as Horror and Romance?

\_\_\_\_\_

\_\_\_\_\_

5. Why do you think it says, "Please do not send money through the mail."?

\_\_\_\_\_

6. What would you do if you sent off your order and they accidentally sent you the wrong items? Explain what you could do about it.

\_\_\_\_\_

\_\_\_\_\_

7. What does the expression 'shipping' mean? Where do you think it came from?

\_\_\_\_\_

\_\_\_\_\_

8. What do you think this means? "Prices are subject to change without notice."

\_\_\_\_\_

\_\_\_\_\_

## Activity:

Set up your own catalog book company. Make a catalog. Write down all the books you would sell and make up an ORDER FORM. Give it to a partner to fill in and use.



# Sanby Primary School

Dear Parent/Guardian,

As part of our Science program, 4<sup>th</sup> and 5<sup>th</sup> grade classes will be visiting the Soil Center at Sandy Lake on Wednesday the 18<sup>th</sup> of this month. The bus will depart the school at 9:15 a.m. and return in time for lunch at 12:30 p.m.

Children may bring bottled water and light snacks. Children must wear a hat and be in their school uniform.

There is no entry fee to visit the Soil Center, however, there is a small charge of \$3 per child for the bus.

Parents are welcome to join us. Please complete the attached Field Trip Permission slip and return it to school no later than this Friday.

Kind regards,  
Mr. Robert Shaw  
Class Teacher

## Sanby Primary School Field Trip Permission

I .....(full name of parent/guardian), give  
permission for .....(child's name) to attend the  
field trip at .....

on the .....(day and date)

Please find enclosed \$ ..... payment for the .....  
.....(field trip).

Signed ..... Date .....

Please return this slip to school as soon as possible. Thank you!

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

## Field Trip Permission Note

As a matter of law, schools must get parent or guardian permission for children to attend an out of school field trip. This means every time the school or your class goes to a play or to a factory, for example, parents must agree to it.

Read the letter from Sanby Primary School. Complete the field trip permission note and then answer these questions:

1. Where are the year 4<sup>th</sup> and 5<sup>th</sup> grade classes going and why? \_\_\_\_\_

\_\_\_\_\_

2. How many children do you think will be going altogether? \_\_\_\_\_

\_\_\_\_\_

3. The bus costs \$3 but it is actually free to visit the Soil Center. Who do you think covers all the costs?

\_\_\_\_\_

4. Why do you think a legal requirement is needed for schools to get permission from the parents or guardians before a child can attend a field trip?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. List five outings that you have been on that required a permission slip to be completed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Why do you think the notes asks, "Please return this slip to school as soon as possible. Thank you!"?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity:

Write up your own note home to parents about a field trip you would like to go to. Make up a field trip permission note as well. Then, give it to a partner to read and complete.

# Please Come To My Birthday Party!

\_\_\_\_\_ is having a birthday party and you're invited!

Here are the details:

I am turning:

\_\_\_\_\_ The party will be at:

\_\_\_\_\_  
\_\_\_\_\_  
Starting at: \_\_\_\_\_

Finishing at: \_\_\_\_\_

Please bring:

\_\_\_\_\_  
\_\_\_\_\_  
We will be having lots of fun, including:

\_\_\_\_\_  
\_\_\_\_\_  
If you can make it, please RSVP by \_\_\_\_\_

## RSVP

Thank-you for your invitation.

This is to let you know that:

- Sorry, I am unable to attend your party. I am sorry to miss it!
- Yes, I would love to come to your party. See you there!

From:

\_\_\_\_\_

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

# The Birthday Party

□ Everybody loves to celebrate a birthday - especially if it's your own. However, parties need to be organized so the guests have a good time. Fill in the details of this birthday invitation as if it were your own and then answer the following questions:

1. Why do you think people prefer to send out invitations for birthday parties rather than simply invite people by phone?

---

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2. What sort of information do invitations need to provide?

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3. What do you think RSVP means?

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4. Why do you think the organizer wants to know if you're going to attend the party or not?

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5. Make a list of as many other types of invitations you can think of.

---

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6. What was the last party you attended? What was the reason for the party and who else was there? Write a recount about the party.

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## Activity:

Design your own invitation. Use your colored pencils to decorate and make it as attractive as you can. Once complete, fill it out and give it to someone. They can then use the RSVP slip to reply.



# Greeting Cards

**HAPPY  
BIRTHDAY!**

**Get  
Well  
Soon**

Sorry To  
See You  
Leave

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

# Greeting Cards

- ❑ Greeting cards are sent to people on special occasions and celebrations such as birthdays and anniversaries or for other reasons such as if someone is sick or leaving. Write your own personal greeting message for each of the greeting cards on the previous page and then answer the questions.

1. Why do you think people like to send greeting cards? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. List as many different greeting cards as you can. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List three different places you can buy greeting cards. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have you ever sent a greeting card to anyone? If so, to whom and why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Greeting cards often use adjectives to describe the kinds of special days. Adjectives tell more about the noun. For example, "Have a happy birthday". Think of adjectives \_\_\_\_\_ for these special days:

Wedding Day \_\_\_\_\_

Birthday \_\_\_\_\_

Valentine's Day \_\_\_\_\_

Christmas \_\_\_\_\_

## Activity:

Design your own greeting card with the intention of giving it to someone. Use cardstock. Start with a well thought out front cover. Use colors and attractive writing. Once you have done this, write a special message on the inside of the card before giving it to the person.



# Kids World Magazine

Hi Kids!

Want to get the coolest magazine around? Well look no further! Kids World Magazine is loaded with heaps of great stuff...here's what you get:

1. Interesting stories from North America.
2. Amazing stories from all around the world.
3. Fantastic full color pictures.
4. Exciting regular features such as Sport Wrap and Wild, Wild World.
5. Hilarious cartoons to read such as Zilt and Baby Dave.
6. Fun competitions and great prizes to win.
7. Fabulous activities to do such as origami, puzzles and quizzes.
8. Hours of enjoyment in one great mag!

What are you waiting for? Sign up below but don't send any money. Please remember you will need your parent's permission and signature. Got any questions? Phone our HOTLINE on 1-800-555-1212.

★ Yes, sign me up! Kids World Magazine sounds too good to resist...

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

★ Sign me up for (pick one):

- 6 monthly issues at \$4.95 each, plus \$1 postage and handling per issue. Total \$35.70
- 12 monthly issues at \$4.95 each plus FREE postage and handling. Total \$59.40 (savings of \$12)

★ Send no money now, you will be sent an invoice later.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

★ Cut out and send to: Kids World FREEPOST,  
PO Box 23 Magazine Drive  
Publishers City, IA 43848

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

# Kids World Magazine

- ❑ Magazines can be bought from stores, and can also be bought direct from the publisher. Look over the Kids World Magazine flyer and fill in the application form.

Complete the following.

1. What are four different features you will find in Kids World Magazine?

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2. Why do you think it's cheaper to buy 12 months subscription than 6 months?

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3. FREEPOST means the magazine will pay for the postage when you send the application form. Why do you think they will pay the postage for you?

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4. It is not necessary to send money straight way; instead they will invoice you later. What does this mean?

---

5. What do you think are the best features about Kids World Magazine?

---

---

6. List three ways in which magazines differ from books.

---

---

---

7. Why do you think magazines usually cost more than newspapers?

---

8. Have you or any other member of your family ever subscribed to a magazine. If so, which one/s?

---

## Activity:

If you could start your very own magazine, what would it be about? Give it a name and make a list of all the types of stories you would include. Design and make a front cover for your magazine, making it as attractive as you can. Don't forget to put a price on it! Display it in the room when completed.



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

# Registration Warranty Card

Registration warranty cards are usually found inside the box or packaging of the goods you bought. They are used by companies to keep records of what goods are purchased and by whom. Warranty means if anything breaks down on the product over a limited time, you may be entitled to either have it repaired or replaced free of charge.

1. If you don't complete and send in a warranty card and your product breaks down within the warranty period, the law says you can still have it repaired or replaced for free. What other reasons are there for people to fill the card?

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---

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2. List some common reasons for people asking for a refund on a product.

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---

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3. Sometimes if the product breaks down, you may not be entitled to a free repair or replacement. Why?

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---

---

4. Why do you think the warranty is for a limited time only?

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---

5. Why do you think the company wants to know when your birthday is?

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---

---

6. Have you ever seen a warranty card? Have you ever filled one in and returned it? Give details.

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## Activity:

Design and make your own warranty card for a favorite product of your choice. Make your final design on a piece of cardstock and then give it to a partner to complete. Collect all the cards from the class and use them to work out what the average age of the "customer" is. Design a marketing program for your target age group.



# WIN!! WIN!! WIN!!

Fill in and return this survey and you could win 10 CDs of your choice PLUS two movie tickets.

That's right, simply by answering our questions and returning this survey by the 21<sup>st</sup> of May, you will be entered in the contest to win 10 CDs of your choice PLUS we will also send you two free movie tickets to a participating MOVIE WORLD theatre near you. Sound easy? It is!

<p>How old are you?</p> <p><input type="checkbox"/> 13-17</p> <p><input type="checkbox"/> 18-25</p> <p><input type="checkbox"/> 26-35</p> <p><input type="checkbox"/> over 35</p>	<p>How many movies do you see in a month?</p> <p><input type="checkbox"/> 0</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p>
<p>Check appropriate box:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>	<p>How often do you listen to music?</p> <p>_____</p>
<p>What sport do you like to play?</p> <p><input type="checkbox"/> Basketball</p> <p><input type="checkbox"/> Softball/Baseball</p> <p><input type="checkbox"/> Soccer</p> <p><input type="checkbox"/> Lacrosse</p> <p><input type="checkbox"/> Other _____</p>	<p>How many hours of TV do you watch?</p> <p><input type="checkbox"/> 0-1 hours a day</p> <p><input type="checkbox"/> 1-2 hours</p> <p><input type="checkbox"/> 2-3 hours</p> <p><input type="checkbox"/> 4+</p>

First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact number \_\_\_\_\_

Once you have completed the survey, return it to:  
FREEPOST 45,234 Finlay Avenue,  
Mount Hawthorn, NJ 34987.

All entries received by 21<sup>st</sup> May will go in the draw to win 10 CDs of your choice and two movie tickets.

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

# Customer Survey

Businesses and organizations need information to help plan what they should sell and how they should go about selling their products. They also need to know what their customers want and how much they are prepared to pay for products. One way to collect this sort of information is by using customer surveys.

Complete the survey and then answer these questions:

1. How many questions are there altogether? \_\_\_\_\_

2. Have a look at the questions in the survey. Make a list of some companies that might find this information useful.

---

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3. What could businesses and companies use this information for? \_\_\_\_\_

---

---

4. Often when you complete surveys, you are offered a prize as a reward for participating. Why do you think companies offer a reward?

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5. If you won the prize, what 10 CDs would you pick for yourself? \_\_\_\_\_

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---

6. How else could a company or organization collect information? Example: surveys published in a magazine.

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---

---

7. Have you ever filled in a survey before? What was it for? \_\_\_\_\_

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**Activity:**  
Collect all the surveys from everyone in the class. Collate the information and graph it. Use the information to make some factual statements about your class.



# Green Valley Recreational Center

236 Skelly Drive, Greenville, OR 1-800-555-1212

The Green Valley Recreational Center is now taking applications for this season's district competitions. This year we will be fielding five teams. They are:

1. 10 years and under junior basketball (girls).
2. 13 years and under basketball (open).
3. 10 years and under junior soccer (open).
4. 13 years and under soccer (open).
5. 9 years and under softball (open).

**Please note:**

- We have kept the fees the same as last year; \$30 for the first child and \$25 for each additional child. Children cannot play until fees have been paid.
- Parents are responsible for transporting their child to and from the match. We can offer a limited pick-up service by prior arrangement.
- Fixtures will be sent when finalized. All games will be played at the Green Valley Recreation Center on each Saturday.
- Green Valley will supply all required equipment but many children prefer to bring their own. The choice is yours.
- Places are strictly limited and new applicants may be subject to a try-out.

Please return by the 15th of April

Name	Team	DOB

Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Contact home telephone number: \_\_\_\_\_

Contact cell phone number: \_\_\_\_\_

Please find enclosed check for \$ \_\_\_\_\_ being for a total of \_\_\_\_\_ children.

Parent signature: \_\_\_\_\_

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

## Green Valley Recreational Center

❑ Sport is a popular pastime of many children and adults the world over. Look over the application form and fill it in before answering the following questions.

1. How many different teams does Green Recreational Center field? \_\_\_\_\_

\_\_\_\_\_

2. When does the application have to be returned by? \_\_\_\_\_

3. How much would it cost a parent if two of his/her children joined and played?

\_\_\_\_\_

4. Why do you think Green Valley make new people go for a try-out before accepting them?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Make a list of all the equipment you think would be needed for these sports:

☆ Basketball team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☆ Soccer team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☆ Softball team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Once completed, where do you think the application should be returned to?

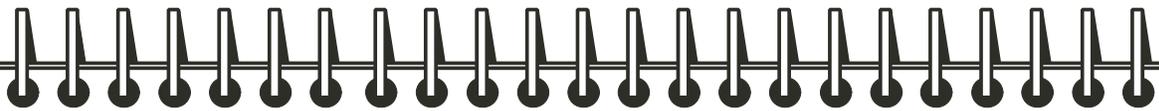
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity:

Design a poster for Green Valley that you could use to encourage people to join the sports teams. Remember posters need to display a message and should be aimed at persuading people to join. Use bright colors, attractive fonts and a balanced layout. Display in the classroom when finished.



# To Do List

I have these things to do today:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_  
\_\_\_\_\_
10. \_\_\_\_\_  
\_\_\_\_\_

# Planner

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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

## Planner and 'To Do' List

Planners and To Do Lists are used by people to help remind themselves of upcoming appointments and dates.

1. Write in some upcoming appointments you have for the week in the planner. Be as creative as you like.
2. People usually use planners to write down the more important things they need to remember such as birthdays or when assignments are due. List some other things people might want to remind themselves about.

---

---

3. List some occupations in which you think a planner would be important. Give reasons why. Example: salespeople - keep client appointments.

---

---

4. Why do you think people write To Do lists? \_\_\_\_\_

---

---

5. Write down ten things you have to do for this coming Weekend in the To Do list.

---

---

---

6. What are the differences between a To Do list and a planner? \_\_\_\_\_

---

---

7. Have you ever used or written a To Do list? When? Was it useful to use?

---

---

8. Many people are now using electronic planners instead of paper planners. List two advantages and two disadvantages of using an electronic planner over a paper one.

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---

---

### Activity:

Design your own planner page. Include special days and any other things you would like to add to it. Once finished, design your own cover page for your planner.



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

# Creative Writing Competition

It's on again!

Every year for the last seven years, Quills have run the national Creative Writing Competition for children aged 7 - 8, 9 -10 and 11-12 years. You can win over \$300 worth of books for your school as well as a new computer worth \$1200 for yourself!

Conditions:

-  Your story must be original.
-  Your story must be less than 2000 words.
-  Your story must be received before March 30<sup>th</sup>.
-  Your story must be attached to the official entry form below.
-  One entry per person is permitted.
-  Cost to enter is free.
-  Stories will not be returned, so make a copy before you send.

## Creative Writing Competition

PLEASE PRINT CLEARLY:

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact number: \_\_\_\_\_

School: \_\_\_\_\_

Check the right box:       7-8 years     9-10 years     11-12 years

Number of words (approx.) in your entry: \_\_\_\_\_

Story title: \_\_\_\_\_

MAIL ENTRIES BEFORE MARCH 30<sup>th</sup> to: QUILLS COMPETITION, PO BOX 23,  
YOUR CAPITAL CITY, YOUR STATE

Declaration. I declare my story is original and is my own work.

\_\_\_\_\_ (signed by entrant)

\_\_\_\_\_ (signed by teacher)

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

# Creative Writing Competition

☐ Read about the Quills creative writing competition. Fill out the application form for yourself, pretending you are entering the competition. Answer the following questions.

1. What prizes will the winner receive?

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2. Why do you think the entrants must sign a **Declaration** slip saying their work is original and has not been copied from someone else's work?

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3. If it is free to enter the competition, who do think is paying for everything?

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4. Why do you think that entries which are received are not returned after QUILLS have finished looking and marking them?

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5. Why do you think there are different categories for each age group?

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Activity:

Design a creative mailer encouraging people to enter in the QUILLS Creative Writing Competition. Make sure you include all the details so that people will know what the competition is all about and what they need to know before they start their writing.



 <b>Next Bank</b>	 <b>Next Bank</b>
Date	Account/Credit Card no.
Deposited for Credit of Branch no./A/c no.	Branch/Bank where account is held.
Teller	Paid in by (signature)
Cash \$ .	For CREDIT of (Account Name)
Check \$ .	Bank/State/Branch no.
Total \$ .	Account/Credit Card no.
Please retain for statement verification	Trancode
<div style="float: right; text-align: left;"> <p style="margin: 0;"><b>DEPOSIT</b></p> <p style="margin: 0;">Date / /</p> <p style="margin: 0;">Cash .</p> <p style="margin: 0;">Cheques See Reverse .</p> <p style="margin: 0;"><b>TOTAL \$</b> .</p> </div>	

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

# Deposit Slips

❑ Deposit slips are used by people wanting to deposit money into their bank accounts. Use this deposit slip to put a 'pretend' amount into your bank account. You will also notice there is a tear-away slip attached to the left hand side of the slip; this is the customer's receipt and is normally completed by the teller or the customer. Fill in the deposit slip and give it to a partner. He/she can act as the teller and complete the form.

1. Why do you have to write out the deposit amount in words as well as numbers?

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2. Why does the customer need a receipt? \_\_\_\_\_

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3. To add money into an account, you use a deposit slip. What is the form called that you would use to take money out of your account?

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4. There are many banks in America. List as many as you can. \_\_\_\_\_

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5. Banks provide a lot of different services and products. List three other things they do.

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6. Do you have a bank account? How much money have you saved? Do you have any plans to spend it or are you saving it for something?

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## Activity:

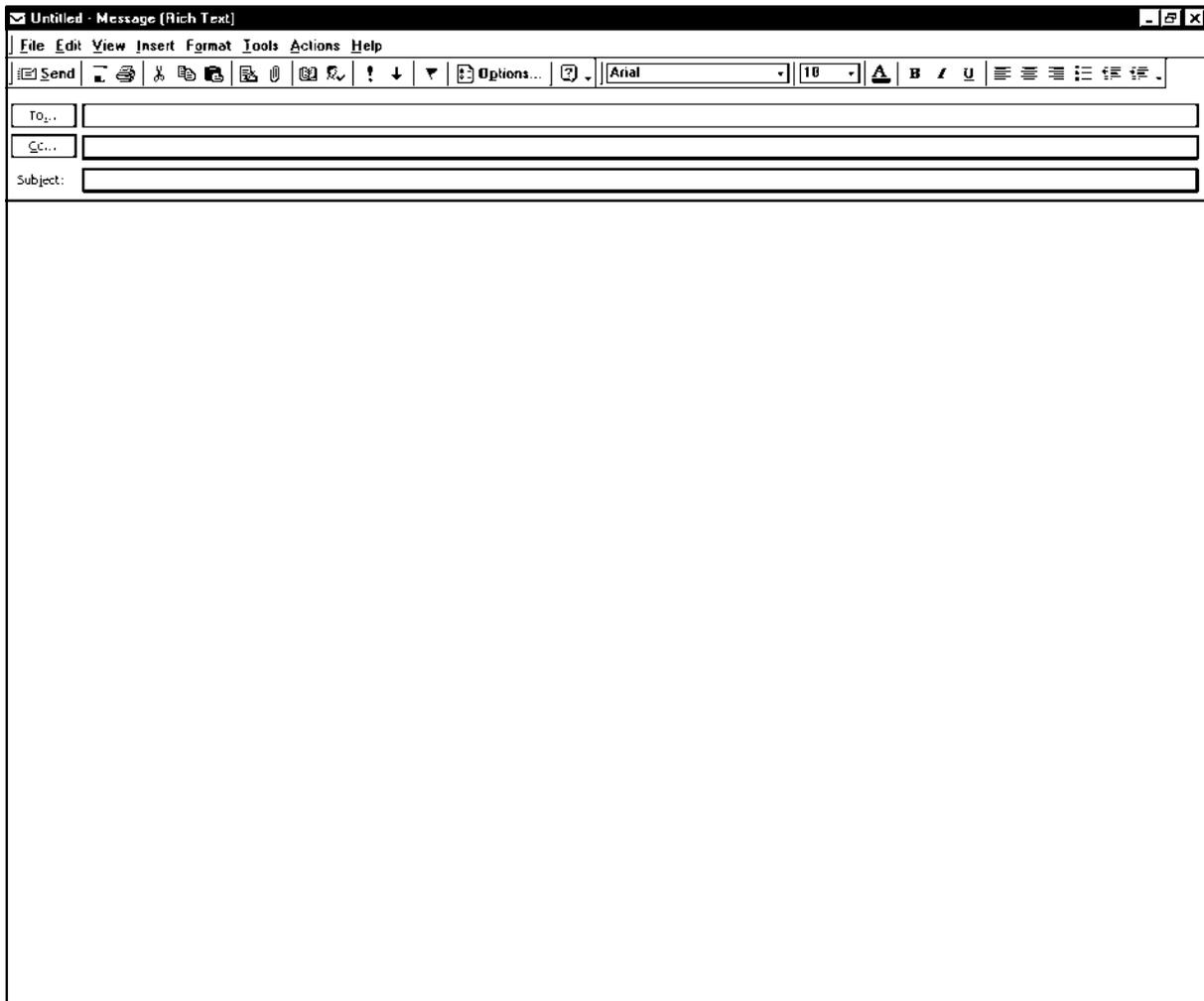
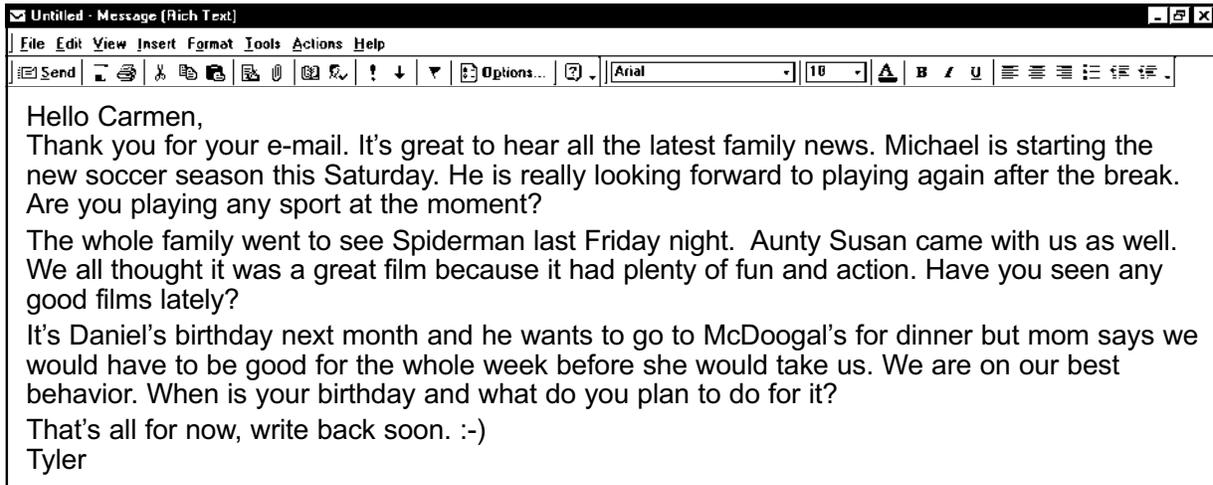
Go to the bank and get some withdrawal and deposit slips to bring to school to show the class. Compare the different banks: Are the slips all the same design and include the same detail? Do they have some differences? After you have looked at them, design and make your own deposit slip. Think of a name for a bank and design a logo for it.



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

# E-mail

E-mail (or Electronic Mail) is used for communicating over the Internet. E-mailing is convenient because you don't have to spend time handwriting and sending messages through the mail. It's also cheap, fast and more and more people are using it. It is estimated half of all households use e-mail. Over time, e-mailing could become as common as using the telephone. Here is a typical private e-mail:



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

# Using E-mail - 1

1. What does E-mail stand for? \_\_\_\_\_

2. List some reasons why people would rather e-mail than hand-write and mail a message.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. E-mailing sounds easy enough. However, it is still a skill and you need several things before you can successfully e-mail someone. List the different skills and equipment you will need:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you think people mostly use e-mail for? Put in order from one to three what you think is the most to the least common use:

- Business or work matters
- Buying things for personal use
- Saying 'hello' to friends and family

Give reasons for your choice. \_\_\_\_\_

\_\_\_\_\_

5. E-mailing is considered cheaper than many other ways of communicating. E-mailing someone overseas will be a lot cheaper than calling them on the telephone. Sending e-mail is also more economical as you can send as many as you want for the price of one phone call. List and compare the costs below:

Sending an e-mail	
Sending a letter	
Making a phone call	

6. Do you have an email address? If so, what is it?

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

## Using E-mail - 2

7. What do you or your family mostly use e-mail for? \_\_\_\_\_

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8. How else can people communicate with each other? List at least ten ways:

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9. Compare writing and mailing a letter by hand with e-mail. List the similarities and differences.

Things that are the same	Things that are different

10. 'Web-based' e-mail accounts like Hotmail and Yahoo mean you can send and receive e-mails literally from any computer connected to the Internet in the world. Why do you think so many people have web-based accounts?

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11. E-mailing is just one useful tool you can use on your computer. List at least five other tasks that you can use a computer for.

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Activity:

Reply to the e-mail "Hello Carmen." E-mails tend to use shorter sentences because it is harder to read off the screen than on a piece of paper.



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

## Fax Your Hero

Believe it or not, fax (facsimile) machines have been around in one form or another for more than 100 years. Alexander Bain patented the first fax design in 1843. Faxes are particularly useful for businesses because they can send documents and information instantaneously, virtually anywhere in the world, through the use of a telephone line.

Fax machines can also be used for other things like sending a 'Hero Fax' to athletes around the world. A Hero Fax encourages and lets athletes know that people from their country support them - no matter what sport or where they are playing. For example, during the Olympic Games, many people send a fax to wish the athletes success. Here is an example.

# Hero Fax

Date: 5/23/07

Time: 10 am

To: Cathy Freeman

Fax Number:

1-800-123-4567

Number of pages in this fax (including this page):

one

From: 4th & 5th

Graders - Heldon

Primary School

Hello Cathy,

You are our hero! We think you are the best athlete in the world.

All the children from Heldon Primary will be watching you on television and cheering you on.

We hope you do really well in your race.

We know you will do yourself and everyone back home proud!

Good luck!!!!!!

From the 4th and 5th grade classes.

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

# Hero Fax - 1

1. What is a fax machine? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. In five easy steps, explain how to send a fax.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
3. What are the advantages of fax machines? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. List at least five different organizations that may own and use a fax machine.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you ever faxed someone before? If so, when and what for?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If you could not fax someone a message, how else might you communicate with them?  
\_\_\_\_\_  
\_\_\_\_\_
7. What is a Hero Fax?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Ever sent a Hero Fax? If so, when and to whom? \_\_\_\_\_  
\_\_\_\_\_

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

## Hero Fax - 2

9. List some famous athletes you would like to send a Hero Fax to:

\_\_\_\_\_

\_\_\_\_\_

10. Find out more about fax machines. Go to your library or log on to the Internet. Present your findings to the class.

Activity:

On the blank Hero Fax sheet below write a message of inspiration and support to a chosen athlete, wishing them good luck at their next event.



# Hero Fax

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

Time: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

Number of pages in  
this fax (including this  
page):

\_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Football Stadium Tickets

Everyone wants the best seats to events; however, these seats are usually more expensive. On page 36 is a seating plan of Football Stadium. Look over it carefully before ordering tickets for you and your family to watch the next football match.

The Sharks VS. The Devils to be played on Saturday  
the 22<sup>nd</sup> June.

Seats	Full price	Tickets required	Discount	Tickets required	Total
Triangle Seats	\$10		\$6.50		\$
Circle Seats	\$12		\$8.50		\$
Black Seats	\$16		\$12.50		\$
Star Seats	\$25		\$20.00		\$
TOTAL			TOTAL		\$

Total number of tickets required: \_\_\_\_\_

Total amount owed for these tickets: \$ \_\_\_\_\_

### Terms and Conditions of Sale:

- Discount prices are for children under 16 and senior citizens. Proof of ID is required.
- No refunds or exchange on tickets sold unless event is canceled.
- Payment can be made with credit card, check or cash.
- Tickets can be purchased:
  - At all Ticket outlets
  - By phoning our hotline on 1-800-TICKETS
  - By mail

Payment made by:  Check  Credit card

Please print clearly:

Full name: \_\_\_\_\_

Home address: \_\_\_\_\_

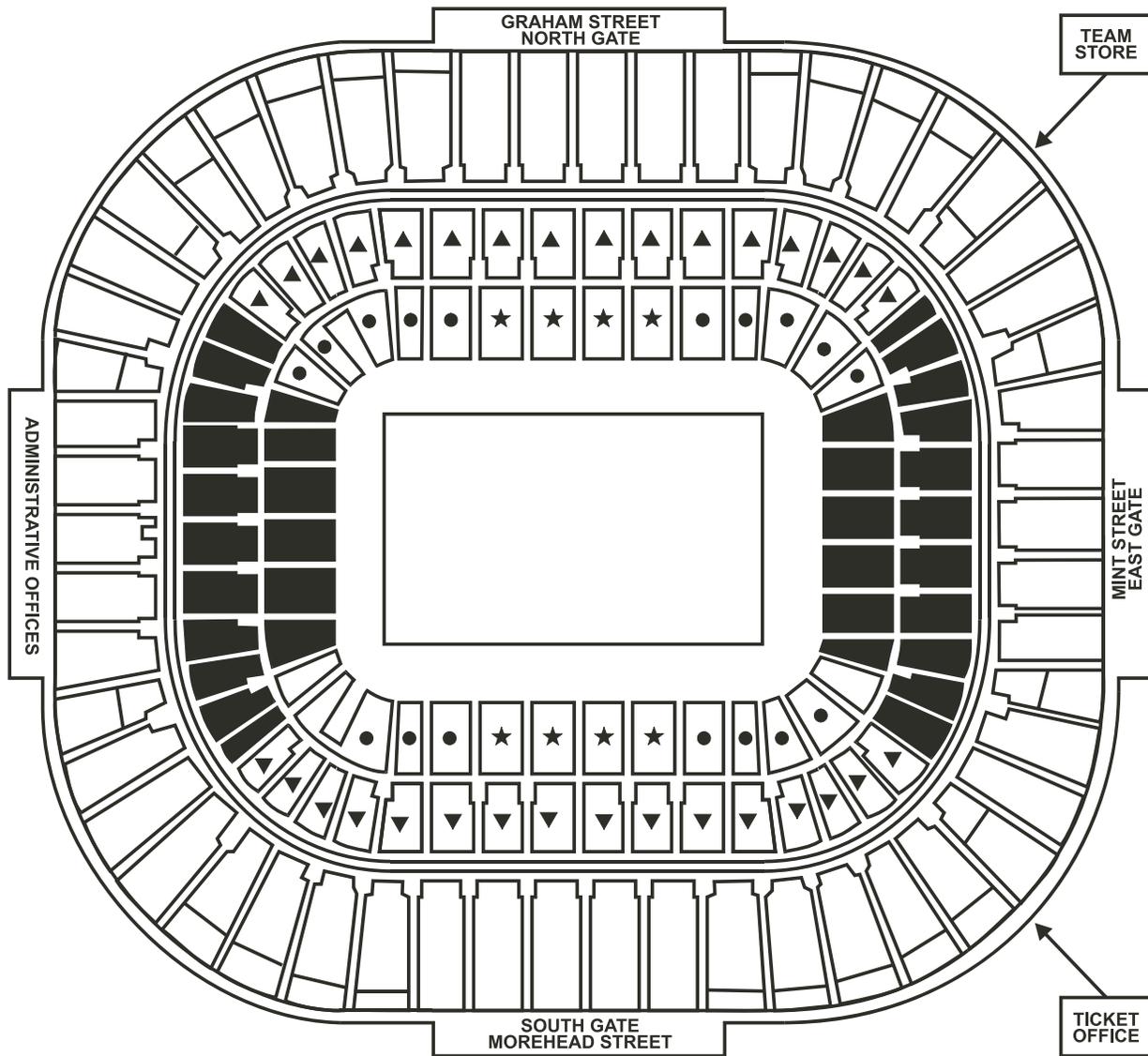
\_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Send to: Football Stadium, 124 Hero Drive, South Waverton, ND

# Football Stadium

Note: The unmarked seats in the outer circle are not available.



Stadiums are usually built to allow many different sports to be played there. List some sports you think could and could not be played at Football Stadium.

Likely to be played:

---

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Unlikely to be played:

---

---

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

# Football Stadium Tickets

1. What match is being played on Saturday, June 22<sup>nd</sup> at Football Stadium?

\_\_\_\_\_

2. Where can you buy tickets for this game?

\_\_\_\_\_

\_\_\_\_\_

3. Why do you think STAR seats are the most expensive at Football Stadium?

\_\_\_\_\_

\_\_\_\_\_

4. Why do you think TRIANGLE seats are the cheapest at Football Stadium?

\_\_\_\_\_

\_\_\_\_\_

5. Where do you need to send your ticket order form?

\_\_\_\_\_

6. Have you ever been to a football game? If so, when, where and who played?

\_\_\_\_\_

\_\_\_\_\_

7. Who normally buys the tickets to events you go to?

\_\_\_\_\_

8. If you wanted to buy a season pass to watch the football game, whom would you contact and how would you find out their contact details?

\_\_\_\_\_

\_\_\_\_\_

9. Complete the order form for you and your family.

How many tickets will you need to order? \_\_\_\_\_

What will be the total cost? \_\_\_\_\_

How will you pay for the tickets? \_\_\_\_\_

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

# Text Messaging

Short Message Service (SMS) is the term given to the sending and receiving of text messages to and from cell phones. It is hard to type quickly on a cell phone keypad because it's so small. Because typing whole sentences becomes very time consuming, a new language called alphabetic acronyms has quickly developed.

Alphabetic acronyms are made up of words and numbers or a combination of the two. Texting as it is also known, is most commonly used when using SMS on cell phones and also in Internet chat rooms.

Text messaging is convenient, fun and cheaper than actually speaking on a cell phone. A text message, for example, costs 25 cents, but a voice call will cost the cell rate (e.g. \$1.20 a minute for peak time). The busiest times people use SMS are Christmas and New Year.



☐ Here are some commonly used alphabetic acronyms:

All the best	ATB
Also known as	AKA
Anyone	NE1
Anything	NITING
Are	R
Are you Ok?	RU OK?
Are you?	RU?
As soon as possible	ASAP
At the moment	ATM
Backward	BWD
Be right back	BRB
Before	B4
By the way	BTW
Cool	QL
For	4
For your information	FYI
Frequently Asked Questions	FAQ
Great	GR8
Have a nice day	HAND
Hope this helps	HTH
In any case	IAC
In my opinion	IMO
In other words	IOW
In your dreams	IYD
Keep in touch	KIT
Kiss	X
Late	L8
Later	L8R
Laughing out loud	LOL
Laughter	:-D
Love	LUV
Lying	LYN

Message	MSG
Mind Your Own Business	MYOB
Mobile	MOB
No one	NO1
No reply necessary	NRN
Oh, I see!	OIC
On the other hand	OTOH
One	1
People	PPL
Please	PLS
Please call me	PCM
Mail Script	PS
Party	PTY
Rolling on the floor	ROF
Rolling on the floor laughing	ROTFL
See ya	CYA
See you	CU
Thank you	THNQ
Thank you very much	TUVM
Thanks	TNX
Thanks in advance	TIA
Time to go	T2GO
To Whom It May Concern	TWIMC
To, too	2
Today	2DAY
Tonight	2NITE
Want to talk?	WAN2TLK?
Weekend	WKND
What You See Is What You Get	WYSIWYG
You	U
You are	UR

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

# Text Messaging - 1

1. What does SMS stand for?  
\_\_\_\_\_  
\_\_\_\_\_
2. Why do you think SMS has become popular with people using cell phones?  
\_\_\_\_\_  
\_\_\_\_\_
3. What are alphabetic acronyms?  
\_\_\_\_\_  
\_\_\_\_\_
4. Alphabetic acronyms were not invented by any one person. Rather they developed from already used acronyms like ASAP. People extended the language and invented new acronyms to suit themselves when they sent messages to each other. Do you know any other commonly used alphabetic acronyms? Write all of the ones you know:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Now, have some fun and make up your own alphabetic acronyms:

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you ever sent a text message to anyone on a cell phone? Discuss some of the reasons you have used text messages.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  6. It is not appropriate to use alphabetic acronyms in all your writing at school and home. Why not?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Text Messaging - 2

7. Why do you think Christmas and New Year are the busiest days for SMS on cell phones?

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8. Use the alphabetic acronyms list to work out what these messages say:

Alphabetic acronyms	Translation
ATB 4 UR GAME 2DAY	
PCM IF U WAN2TLK ABOUT NITING	
TUVM 4 UR GR8 HELP LAST WKND	
HAND CU L8R	
CU @ MI PTY 2NITE	

9. Try writing an SMS text message for these:

- SMS your mother or father letting them know you'll be home straight after sports practice.

---

---

- SMS a friend asking them if they want to go to the movies with you.

---

---

- SMS a friend asking them to call you when they get home later that evening.

---

---

Activity:

Make up your own message and use alphabetic acronyms to write it down. When you have finished, give it to a partner and let them work out what the message is.



# ANSWERS

## **Super Duper's Video Barn (Page 5)**

1. To be able to contact you if and when necessary. Super Duper may also want to verify your details.
2. So they are able to check that the authorized person is the only person who borrows against that name.
3. To collect information on the types of customers who shop at their store.
4. Answers will vary.
5. Answers will vary.
6. Probably not. The terms and conditions outline the contract that will take place between you and the video store. Both sides must agree with the terms and conditions.
7. It's important to always read a document carefully before you sign it so you will not get embarrassed, surprised or even fined over not following the terms and conditions.
8. So they are better able to serve the customers and give people what they want.
9. Answers will vary.

## **Uncle Ray's Book Catalog (Page 7)**

1. The codes are used to make it easier to order each book and to minimize confusion with similar titles.
2. It may be more convenient, cheaper or perhaps some of the titles may only be available through the catalog.
3. Answers will vary.
4. So that people will be able to easily locate books that interest them.
5. Cash can get lost through the mail and cannot be recovered; there is no record of it being sent. Checks or credit card details are much safer as they cannot be cashed and even if there is a problem, there is a record of the payment.
6. Answers will vary. Possible solution would be to contact the company straight away and inform them what happened.
7. Shipping refers to postage costs. Many years ago, sending packages over great distances was mostly done by ship and so the term is still used.
8. The price of books may rise and the bookstore may not be able to tell people before their order has been placed.

## **Field trip Permission Note (Page 9)**

1. To visit the Soil Center at Sanby Lake as part of their Science program.
2. Answers will vary but could be up to 60 children, even more.
3. The Soil Center will cover the initial costs but they may get government financial support or money from a sponsor.
4. Parents must agree to allow their child to leave the school grounds and be aware that their child is to be in a public place in the care of others.
5. Answers will vary.
6. So that the school can verify the exact numbers going. This will help organize things like the bus, lunches and the school-work.

## **The Birthday Party (Page 11)**

1. Sent invitations make it a more formal and serious event.
2. Important information will include – Who, What, Where, When and Why as well as the RSVP reply date.
3. RSVP means Please Reply.
4. To arrange the right amount of food, drinks, decorations, chairs, tables, etc.
5. Invitations to: weddings, birthdays, christenings, farewells, house warming, bon voyage party, openings and sale events.
6. Answers will vary.

## **Greeting Cards (Page 13)**

1. Answers will vary but could include: to be thoughtful, show support and help maintain relationships.
2. Christmas, Easter, Valentine, Birthday, On Holidays, Get Well, Congratulations, New Baby, Anniversary, etc.
3. Newsagent, mail office, supermarket, department store.
4. Answers will vary.
5. Answers will vary.

## **Kids World Magazine (Page 15)**

1. Sport Wrap, Wild, Wild World, cartoons of Zilt and Baby Dave, activities such as origami, puzzles and quizzes.
2. Generally because prices will go down if you order more of something over a longer period.
3. To encourage people to subscribe by making it easier for them.
4. They will send you the bill later, usually sometime after you receive your first issue.
5. Answers will vary.
6. Magazines usually have less content than books and are thinner. They have several articles on different subjects, whereas books tend to have one story on one topic. Magazines contain articles that are current and usually non-fiction, and are able to be bought at the local newsagent. Books are mostly more expensive than magazines as magazines accept advertising.
7. Magazines are usually printed in color and this adds to the cost.
8. Answers will vary.

## **Registration Warranty Cards (Page 17)**

1. The company may offer special offers of upcoming sales or information on new product lines.
2. Product has faults or has broken down within warranty time; damaged in transit/shipping.

3. If the purchaser is at fault for the damage. For example, if you drop it. Also, if the product displayed faults after the warranty period was over.
4. Products don't last forever and natural wear and tear will mean one day that they either break down or be of no more use. Limited time ensures companies are not liable forever as they could eventually face bankruptcy
5. Knowing the age of the consumers who buy their products will help the manufacturers with advertising, allowing them to market their products to a target audience.
6. Answers will vary.

### **Customer Survey (Page 19)**

1. Six.
2. Video stores, sporting groups, TV advertisers, etc.
3. Answers will vary. Businesses could use the information to help them advertise and develop new products.
4. To ensure a better response. Many more people will fill out the survey if they are offered a prize for doing so.
5. Answers will vary.
6. Asking people they meet on the street through market research, competitions with questions, Internet surveys, phoning and asking.
7. Answers will vary.

### **Green Valley Recreational Center (Page 21)**

1. Five teams.
2. 15<sup>th</sup> April.
3. \$55 (\$30 + \$25).
4. Green Valley want their teams to be of a certain minimum standard.
5.
  - < Basketball team: basketball court with court markings and basketball hoops, basketball, shorts, and sneakers.
  - < Soccer team: soccer ball, soccer field, sports shoes, shirts and shorts, goals.
  - < Softball team: bat, softball, softball diamond, batting helmet, and catcher gear.
6. Green Valley Recreational Center (236 Skelly Drive, Compton).

### **Diary and To Do Lists (Page 24)**

1. Answers will vary.
2. Answers will vary, but may include: shopping days, when to collect items like the dry cleaning, appointment dates, such as the dentist or work related, when to pay bills, birthdays, deadlines, meetings, field trips, etc.
3. Answers will vary, for example:
  - < salespeople – keep client appointments.
  - < students – when homework assignments are due.
  - < Prime Minister – places to be, people to meet and at what time.
  - < Doctors/dentists – when to see patients.
4. So people don't forget what jobs they need to take care of. They can also make priorities, e.g. once they have written out everything they need to do, they can then number items in order of importance.
5. Answers will vary.
6. Planners focus on dates as well as what needs to be done on those particular dates. A To Do list focuses more on the things that need to be done and the order in which they should be completed.
7. Answers will vary.
8. Answers will vary.
9. Advantages – e.g. able to store more information, offers additional features, for instance, a calculator.  
Disadvantages – e.g. costs a lot more than a diary, need to learn how to use it.

### **Creative Writing Competition (Page 26)**

1. Over \$300 worth of books for the school and a computer worth \$1200 for the winning entrant.
2. To ensure entrants are not copying or plagiarising the work of someone else.
3. Answers could include: the government, a sponsor or a business.
4. The time and expense of returning all the entries is too high. It may be expected that people will make a copy of their story before submitting it to the competition.
5. To give everyone a fair chance of winning a prize by making sure people compete against others around the same age and ability level.

### **Deposit Slips (Page 28)**

1. It clarifies the amount the person wishes to deposit. If an error has been made in the digits, the words confirm the amount to be deposited.
2. A receipt is needed to prove that the transaction took place. The receipt is a record of payment and will allow the person who made the deposit to check that the money has gone into the correct account.
3. A withdrawal slip.
4. Answers will vary.
5. Offer housing loans, personal loans, car loans, credit applications, phone banking, financial planning, Internet banking.
6. Answers will vary.

### **Using E-mail 1 and 2 (Page 30 and 31)**

1. Electronic mail.
2. More convenient, cheaper and quicker - the same emails can be sent to many recipients at one time.

3. Computer, access to the Internet, software, technical knowledge and ability.
4. Answers will vary.
5. Sending an email – approximately 25 cents.  
Sending a letter - approximately 50 cents.  
Making a phone call – approximately 25 cents (local only). National and international costs are more expensive.
6. Answers will vary.
7. Answers will vary.
8. Telephone, fax machine, mail (snail mail), voice (face to face conversation), sign language, body language, Morse code, semaphores, smoke signals, drums, touching.
- 9.

**Things that are the same**

Sending a message over a distance  
Both are private; one to one  
Both must have the correct address

**Things that are different**

Speed of delivery  
Cost to the consumer  
Use of technology

10. Web-based accounts are popular because the user can send and receive e-mail from virtually any computer that has access to the Internet. It doesn't matter where they are in the world, they will be accessing the same e-mail account.
11. Online banking, writing, creating and using spreadsheets, creating a web page, printing, downloading and sending pictures, video link up, newsgroups, etc.

**Hero Fax 1 and 2 (Page 33 and 34)**

1. A fax machine is used to send an exact copy of a document through the telephone line.
2. Step 1. Write or type a message on a clean white piece of paper.  
Step 2. Place the piece of paper on the machine (face up or face down depending on machine).  
Step 3. Enter the correct dial up number.  
Step 4. Press the SEND button once the fax machine is ready to send.  
Step 5. Wait and collect the page once faxed.
3. Fax machines are a quick way to send documents or information to others over any distance. They are relatively cheap to buy and operate. Most businesses and many individuals own fax machines.
4. Government offices, charity groups, private businesses, schools, hospitals, police stations, etc.
5. Answers will vary.
6. Send the message though the mail or send via a courier.
7. A Hero Fax contains a message of inspiration and thoughtfulness to an athlete before they are about to compete.
8. Answers will vary.
9. Answers will vary.
10. Answers will vary.

**Football Stadium Tickets (Page 37)**

1. The Sharks Vs The Devils to played on Saturday the 22<sup>nd</sup> June.
2. At all Ticket outlets or by phoning the hotline on 1-800-TIC-KETS or by mail.
3. Better viewing seats.
4. The viewing is considered not as good as any other position in the stadium.
5. Football Stadium, 124 Hero Drive, South Waverton.
7. Answers will vary.
8. The football club. Find their contact details from the white or Yellow Pages, or else through the Internet.
9. Answers will vary.

**Text Messaging 1 and 2 (Page 40 and 41)**

1. Short Message Service.
2. It's cheaper and quicker than actually calling people on the cell phone.
3. Alphabetic acronyms are made up of words and numbers or a combination of the two.
4. Answers will vary.
5. Answers will vary.
6. Writing styles must suit the purpose and needs of the audience. Alphabetic acronyms are fine for SMS messaging, but are difficult for people to read outside of this technology purpose.
7. People like to send messages on these special days to family and loved ones.
- 8.

ATB 4 UR GAME 2DAY  
PCM IF U WAN2TLK ABOUT NITING  
TUVM 4 UR GR8 HELP LAST WKND  
HAND CU L8R  
CU @ MI PTY 2NITE

All the best for your game today.  
Please call me if you want to talk about anything.  
Thank you very much for your great help last weekend.  
Have a nice day. See you later.  
See you at my party tonight.

9. Answers will vary.





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