

LESSON 5

Using an Assignment Calendar Dividing Assignments Into Tasks

A. Write these calendar entries with your teacher.

MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

B. Julio's assignment: On March 9, his teacher said, "Write a report about the Native Americans of Alaska. Your report is due on March 30."

Task	Due Date
1. Find books about Native Americans	March 13
2. Take notes from books	March 17
3. Write outline for report	March 21
4. Write first draft of report	March 27
5. Write final draft of report	March 28
Turn in report	March 30

C. Megan's assignment: On March 3, her teacher said, "Read a novel and write a description of one character. Your paper is due on March 17."

Task Due Date

1. Select a book
 2. Finish reading book
 3. Write first draft
 4. Write final draft
- Turn in paper

March 17

D. Zachary's assignment: On March 14, his teacher said, "Write a report about one country. Discuss the economy, the language, and the culture. Your report is due on March 28."

Task Due Date

1. Select country
 2. Find information about country
 3. Take notes on topic
 4. Write first draft
 5. Write final draft
- Turn in report

March 28

E. Grace's assignment: On March 16, her teacher said, "Read a biography about a famous American. Write a report that discusses three important things this person did. Your report is due on March 29."

Task Due Date

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Turn in report

March 29

F. Britna's assignment: On March 17, her teacher said, "Make a poster about safety in the home or at school. Your poster must have a message and be attractive. Your poster will be displayed on March 30."

Task Due Date

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Turn in report

March 30