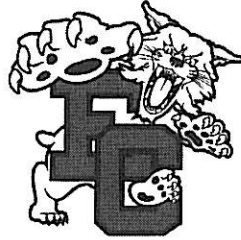


# Edmonson County High School

220 Wildcat Way  
Brownsville, Kentucky 42210  
Phone: (270)597-2151  
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Tommy Hodges, Principal  
Patricia Sharp, Asst. Principal  
Michael Meredith, Counselor  
Corentha Skaggs, Counselor  
Kyle Pierce, Athletic Director

## Non-Traditional Instructional Days Mrs. Culbreth – Advanced Computer Applications [nikki.culbreth@edmonson.kyschools.us](mailto:nikki.culbreth@edmonson.kyschools.us)

### Day 1 Word Ch. 5 Mail Merge

**Task:** Divide your paper into 3 sections and correctly address each section as if it were a different envelope. Be sure to include your return address, the address block, and format all addresses properly – as learned in class.

### Day 2 Word Ch. 5 Mail Merge

**Task:** Using proper business letter formatting, write a one-page letter to a friend sharing your snow day activities. You can make up the inside address, but you must use correct spacing between all components of the letter (double spacing – quadruple spacing). Be sure to include formatted date, inside address, greeting, intro, body, conclusion, closing, and signature block. Must be block style (all left aligned).

### Day 3 Word Ch. 6 Newsletters

**Task:** Review a news article online or watch a show in regards to newsworthy information. List and discuss 2 important topics covered and how they are important to the public.

### Day 4 KOSSA Employability

**Task:** List and discuss 2 strengths and 2 weaknesses you would share with a potential employer during the interview process.

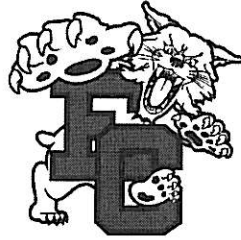
### Day 5 KOSSA Employability

**Task:** Create 5 questions you expect to be asked during the interview process. You must also provide your responses to these questions.

- All work should take no less than 20-30 minutes to complete each day
- Please feel free to handwrite all responses
- All assignments will be collected upon returning to school

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## Non-Traditional Instructional Days Mrs. Culbreth – Advanced Computer Applications nikki.culbreth@edmonson.kyschools.us

### Day 6

#### Word Ch. 5 Mail Merge

**Task:** Divide your paper into 3 sections and correctly address each section as if it were a different envelope. Be sure to include your return address, the address block, and format all addresses properly – as learned in class.

### Day 7

#### Word Ch. 5 Mail Merge

**Task:** Using proper business letter formatting, write a one-page letter to a friend sharing your snow day activities. You can make up the inside address, but you must use correct spacing between all components of the letter (double spacing – quadruple spacing). Be sure to include formatted date, inside address, greeting, intro, body, conclusion, closing, and signature block. Must be block style (all left aligned).

### Day 8

#### Word Ch. 6 Newsletters

**Task:** Review a news article online or watch a show in regards to newsworthy information. List and discuss 2 important topics covered and how they are important to the public.

### Day 9

#### KOSSA Employability

**Task:** List and discuss 2 strengths and 2 weaknesses you would share with a potential employer during the interview process.

### Day 10

#### KOSSA Employability

**Task:** Create 5 questions you expect to be asked during the interview process. You must also provide your responses to these questions.

- All work should take no less than 20-30 minutes to complete each day
- Please feel free to handwrite all responses
- All assignments will be collected upon returning to school