

Writing

Letters

The table below has some rules that are not well formatted. It's not easy to see how many things there are to do. The sequence isn't clear. Read the rules in the box on the left. How many main actions are there? Copy these rules into the boxes on the right side in a more helpful format using numbers, bullets, or letters.

Every meeting should have a purpose. You need to make a decision or complete an action together. Do not schedule more time than you need. Start on time. Don't wait for <u>stragglers</u> —it only encourages them. End on time. Only invite people who need to be there. The more people in a meeting, the less that gets done. Every meeting should have someone given the task of <u>running</u> it. Make sure that person knows he or she is <u>in charge</u> .	

See the answer key in the text for the correct answers.