Name _____ Date_____

Writing Assessment – Writing Notes for Work – Getting Things Done

Directions: Write the two notes in the blank spaces provided for each one. Please use correct note format.

CLB 4

Ask your co-worker if she (or he) can switch shifts with you one day next week. Make up a reason why you want to switch shifts. Then choose the day and times of the shift to switch.

Total CLB 4 _____/10

LIVEWORKSHEETS

CLB 5

You work in a small grocery store. Yesterday and today many customers have asked you for a new brand of potato chips called "Crunchies". However, your store does not have these potato chips. You think your store should start to carry this new kind of chip. Your children like these chips, too.

Leave a note for your supervisor to tell him what is happening and politely suggest to him that your store should carry these chips. Include all the necessary details so he has the information.

Total CLB 5 _____/10

LIVEWORKSHEETS