

Interact with Informational Texts

“Where to Find It” Chart Sam is such a thorough person that she actually makes up a chart to remind herself which documents to look at for which types of information. Unfortunately, she had to go to dance class before finishing her chart. Please fill in all the remaining spaces for her. Remember, the types of documents are **business letter, workplace instructions, e-mail memo, and e-mail directory.**

To Find Out . . .	Look in This Document
latest shooting schedule	
what to do when I arrive on location	
how to do my hair	
schedule change for 8/8/02	
	business letter
	workplace instructions
	e-mail directory