SCHOOL YEAR REFLECTION

PERSONAL BUSINESS LETTER

Students Name:
Teachers Name: Mrs. Avila
Class Name/Subject: Computer Applications
Period: 1
Assignment Week: # 5
May 18th – 21st 2020
Due on or before May 21, 2020

Your personal address   > Who is the letter from – **Return Address**
Your personal City, State, Zip Code
Current Date (Ex: May 1, 2020)   > Date of Letter - **Dateline**

Kimball High School   > Who is the letter to – **Letter Address**
Attn: Mrs. Avila – Business Instructor
3200 Jaguar Run
Tracy, CA 95377

Dear Mrs. Avila   > Greeting or Hello – **Salutation**

Well this school year has definitely been an interesting and challenging one for me, my family and classmates. When the school year began, I had a plan of what I would like to do and accomplish this school year. Of course, I knew that things could change….but honestly, I had no idea how much things would change during my _____
year at Kimball High School,   > **Body**
                                         ➢ Double Space **- DS**

Write a paragraph about all of the things you experienced and accomplished during the first 3 quarters of the school year. List the things you were happy with and also some of the things you were disappointed about. List some educational or personal experiences that made this time meaningful for you. Also describe some school or personal experiences that were challenges for you.
                                         ➢ Double Space - **DS**

Describe how you feel about the 4th quarter of school. How did the Corona-Virus affect you and those you love. Share any personal feelings, fears etc. that you may have experienced throughout this pandemic. How has the shelter-in-place affected you?
                                         ➢ Double Space - **DS**

Share your opinions/thoughts about online learning. Is it easier or harder? Why? What is the best part of learning from home? What is the worst part of not being able to come to school? Share with me any plans you have for the upcoming summer. What are your hopes for school next year? etc.

Sincerely   > Goodbye, Farwell – **Complimentary Close**

Your First and Last Name   > **Writers Name**
Business Student – Period 1   > **Writers Title – Class Period**