**Instructon:**

Make a conversation with someone that you can lean on. The conversation will be 'To Do' list notes. You can help by answering the following questions:

• How do you organize?

• Do you have to take notes?

• What to do you write on your notes?

• Do you remember thing easily?

• How do you plan your activities, do use a diary?

The conversation should last at least 5 minutes. Write it on a Word document, it will be easier to accommodate the frame.

Remember to send the voice file and the Word Document. You can use your phone or voice memos on the computer as long as you send the file to your teacher to review.

EVALUATION CONVERSATION AND EXERCISE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | EXCELLENT | GOOD | REGULAR | LIMITED |
| PRONUNCIATION |  |  |  |  |
| SPELLING AND PUNCTUATION | Words are correctly spelled and punctuation marks are placed where necessary. | There are some spelling errors, although there is a good use of punctuation marks. | There are more spelling errors, and a few punctuation marks omitted. | There are many spelling errors and no punctuation marks where necessary. |

Envíalo a través de la Plataforma Virtual.

Recuerda que el archivo debe ser nombrado:

**Last Name\_Given Name\_Conversation\_2**