**FCS Late Work Email**

*Complete each box below by writing complete sentences. Then copy and paste your final box into an email to your parents, your team teachers and Andrea.*

What work is late or incomplete?

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Why is it late or incomplete?

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What could/should you have done to complete the work on time?

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What do you still need to finish in order to be done?

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How/when will you finish this assignment? (quite lunch, work room after school, etc.)

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Final Email (copy and paste what you wrote in each box above and include a greeting to your parents and a signature)

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| Hi \_\_\_\_\_\_\_\_,  *Copy and paste what you have written above.*  (Name) |