

# Beginning Practical Writing – “Things to Do”

Directions: Write a to-do list for today.

Example: Here is a list of things I have to do today:

- 5:30 a.m. — Go to gym
- 7:30 a.m. — Go to work
- 10:00 a.m. — Office meeting
- 5:30 p.m. — Pick up car at service station
- 6:00 p.m. — Pick up Maryam from work
- 7:30 p.m. — Go to concert with Maryam

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