

**Answer to Activity 2: Practice Writing a Memo**

# MEMO

TO: First-Year Early Childhood Education Students

FROM: A. Save, Co-ordinator

DATE: September 3, 2007

SUBJECT: **PREPARATIONS FOR FIRST FIELD PLACEMENT**

Congratulations, first-year ECE students, you begin your field placements Monday, September 28. There are several procedures you should follow to get the most from your practicum.

All students should telephone their placement supervisors and arrange to visit the placement setting before September 28. See the list of placement assignments posted on the student bulletin board in the Dr. Stott Early Education Centre.

Plan to attend a workshop in S210 at 16:30 on September 23 to make identification buttons and display the materials kit that you will take to the placement. The requirements for your kit were included in your orientation materials.