

## **PART 1:**

*Directions: Below are a list of events broken down by the most important elements (WWWWW). Your job is to take this information and create 1-3 sentence announcements for each. Make sure they are conversational*

### **A:**

1. Who: What's mine is yours
2. What: Pop Up Shop for Valentines Day
3. When: Friday, Feb. 9th, lunch and 6th period
4. Where: AA-3
5. Why: Valentine's Day

### **Script:**

### **B:**

1. Who: Jazz pop
2. What: Auditions (Theme: 90's to present)
3. When: Monday Feb. 12th, after school
4. Where: Choir Room
5. Why: students who are interested

### **Script:**

### **C:**

1. Who: Journalism
2. What: Fundraiser
3. When: Saturday, Feb. 10, open to close
4. Where: Menchies, mall
5. Why: portion goes to Journalism

### **Script:**

## **Part B:**

*Directions: Below are two sample bulletin announcements, you have two jobs with each of these. A) You must highlight the unnecessary information (too much detail, too flowery, etc). B) You must write your reasoning why this information is not needed in the script. \*\*Remember don't cut out the WWWWWW.*

**Announcement 1:**

Mark your love for someone in the Pony Express' Valentine day issue. For three dollars, you can purchase a space worth 120 characters expressing your love or appreciation for your friends or loved ones. For just two more dollars, you can submit a photo too, or get a photo taken by our photographer, Ushni Gupta to be submitted in the magazine. Order by Feb. 8th

**Reasoning for highlighted text:**

**Announcement 2:**

The Counseling Department is organizing a field trip to CalTech on Wednesday, March 7th. Students will be given a school-guided tour of the campus as well as a chance to visit the school bookstore & cafeteria. Reservations are on a first-come, first-serve basis, with a limit of 30 students. For more information, please visit the counseling office, where you can pick up a field trip packet. The cost is \$15 dollars.

**Reasoning for highlighted text:**