**PERSONAL MEMO ASSIGNMENT**  
Computer Applications I  
Fall 2010

**Directions:** You will compose a memorandum (in correct form) on **one** of the 2 options given below. Your memorandum must be at least 3 paragraphs in length and follow all proper grammar and punctuation rules.

**Option 1:**  
A memorandum from you to me about the following items:
- What would you like to do (as far as assignments/programs) in the next two months in this class? Give specific examples
- What would you change in this class if you were the teacher?
- Give a personal goal related to this class and be very specific. Also give some steps as to how you can reach this goal.

**Option 2:**  
A memorandum from you to me about the following items:
- 3 goals you have for your education and life overall and why. The goals need to be specific.
  - Example: Earn a 3.0 GPA by the end of the year
- A specific plan for each goal you have as to how you are going to achieve it.