*Assignment #7: “The Beginning and the End” Document Supplements*

*A nice easy assignment before the final assignment; you should be able to complete this one in about two minutes if you know how to copy and paste.*

*The purpose of this brief assignment is to make sure that you understand the basic differences between the basic parts of professional documents (Introduction, Body [either Proposed Plan or Collected Data], and Conclusion and the parts that go before and after the documents – which will help with the following two assignments.*

* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes; I remember the following commitments I made:

Yes ( ) No ( )

•I have read and downloaded the Class Outline

•I have read and downloaded the Class Calendar (which is part of the Class Outline) which contains "guide dates" for assignments

•I have explored all the "tabs" on the Class Website

•I have downloaded the Class Notes which serves as the primary "textbook" for the class

•I will strive not to procrastinate, to get my assignments submitted on a timely basis, and to communicate promptly if there are any problems

•I will submit this assignment by e-mail to: [profwriting212@gmail.com](mailto:profwriting212@gmail.com)

Simply put:

* Front Matter is everything coming before the Introduction.
* End Matter is everything coming after the Conclusion (Proposal) or Recommendation (Analytical Report).

1. Using the Proposal Template (the corny one about shredders), copy **all of the pages** of the ***front matter*** and paste into a blank word processing document and submit. *Note: Go to Assignment #7 to find and open the Proposal Template.*
2. Using the Analytical Report Template (the even cornier one about comparing student chairs), copy **all of the pages** of the ***end matter*** and paste into a blank word processing document and submit. *Note: Go to Assignment #7 to find and open the Analytical Report Template.*
3. Submit each as separate attachments (two of them) to the e-mail response to this assignment.

Remember, this is only front matter and end matter; no sections of the document itself should be included.