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## Day 1

At Seagrass High School, a lot of different workplace information is used. Workplace information tells you important things about the place where you work.

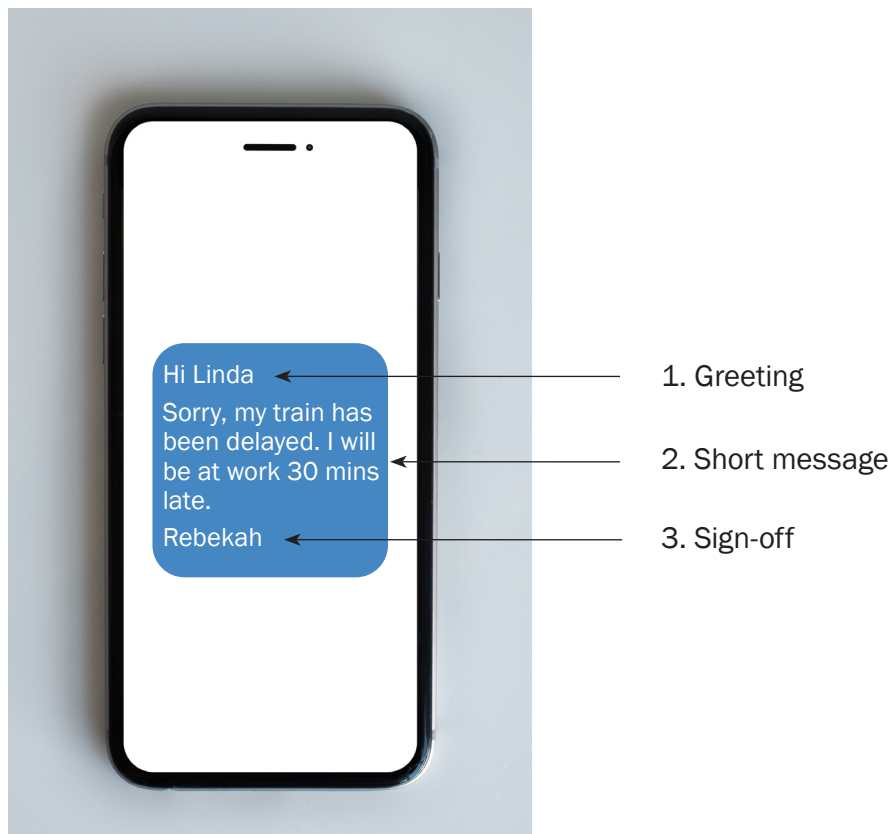
Workplace information is different depending on where you work. For example, a grocery store has different workplace information from a restaurant. Workplace information at Seagrass High School is about the school.

In a workplace, there are different types of written information.

A piece of written information is called a text. You will read different types of texts at work every day.

## Digital messages

A digital message can be sent in a messaging app or with SMS on a mobile phone. An SMS is often called a 'text'. A digital message is read on a digital device such as a mobile phone, tablet or laptop.



### Structure

Digital messages are usually short and direct. They have a greeting, a simple message and a sign-off. Sometimes people just write the short message and leave out the greeting and sign-off.

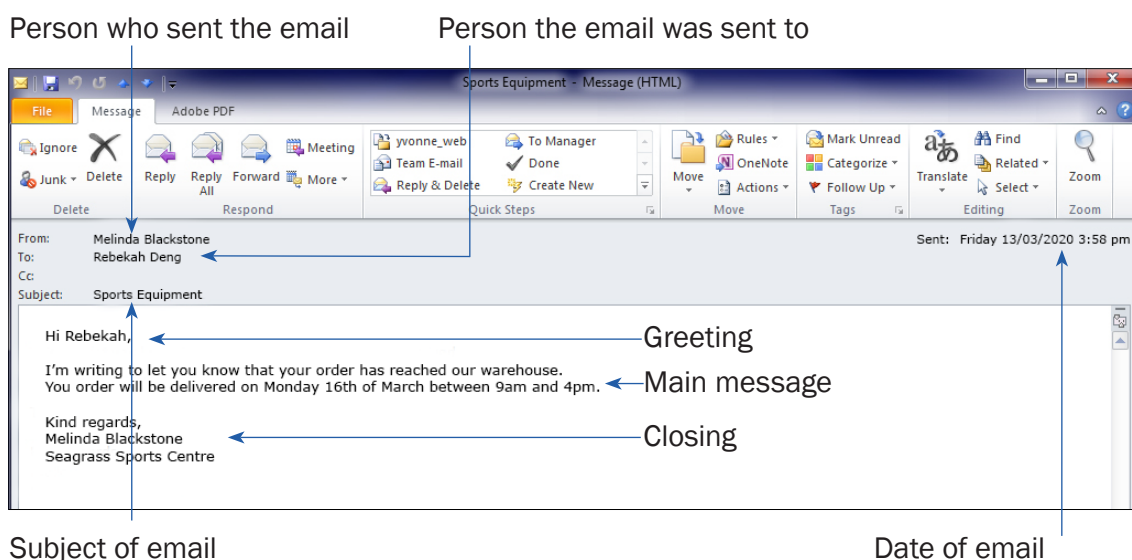
### Text features

Digital messages sometimes use abbreviations (short versions of words). In the example above, Rebekah used 'mins' for the longer word 'minutes'.

## Email

An email is an electronic way to send messages and letters using your computer. Emails can be sent to one person or to more than one person. An email has information fields. The information fields are blank spaces to type in information.

Here is an example of what an email looks like:



### Structure

The top of the email has the message details. These include:

- **From:** who sent the email
- **Sent:** when the email was sent
- **To:** who the email was sent to
- **Subject:** what the email is about

The second part of the email has the message. This includes:

- **Greeting:** this is always at the start of the message; e.g. Hi Rebekah, Dear Rebekah, etc.
- **Main message:** this is the information that the sender wants to tell you

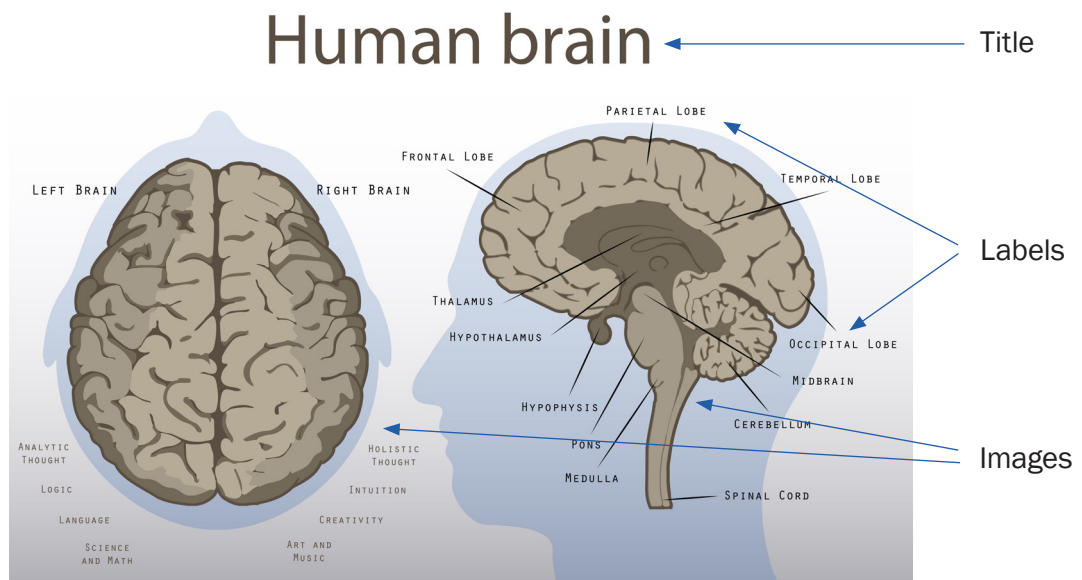


## Diagrams

A diagram is often used to show how something works. A diagram may be used to show the parts of something. Diagrams have simple words to explain the meaning of things shown in the diagram.

A diagram has a line from the image to the word or words that explain it. If you recognise the image, it will help you read the words that describe it.

Here is an example of a diagram:



### Structure

Diagrams can have the following:

- **Title:** tells you what the diagram is about
- **Labels:** words that are connected by a line to a part of an image. Labels are used to give information. They are usually simple words, groups of words, or numbers. Labels are connected to an image by a line or an arrow



## Day 2

Today, Rebekah talks to you about finding information while you are reading. It is important to be able to find the information you need.

Rebekah explains that, as part of your tasks, you will update information in the school database. The database stores information about the students at the school.

You will also reply to emails that ask for information about something at the school.

For example:

- Rebekah may need you to find information in another document for her
- A parent may email asking when an event is on at the school
- Jamie, Linda or Lee may ask you about a procedure that they need to follow

Rebekah talks to you about where to find the information you need within a text.

## Visual strategies

Some words are used often. It is a good idea to be able to recognise these words when you see them.

You could use flash cards, write out the words or play word games to recognise these types of words quickly.

The table below includes a list of frequently used words.

a	and	he	I	in	is	it	of	that	the
to	was	all	as	at	be	but	are	for	had
have	his	him	not	on	one	said	so	they	we
with	you	about	an	back	been	before	big	by	call
came	can	come	could	did	do	down	first	from	get
go	has	her	here	if	into	just	like	little	look
made	make	more	me	much	must	my	no	new	now
off	old	only	or	our	other	out	over	right	see
she	some	their	them	then	there	this	two	up	want
well	went	were	what	when	where	which	will	who	your



## What has happened on Day 2

On your second day of work at Seagrass High School, you have learned about:

- Finding information
- Reading workplace terminology
- Reading strategies
- Checking what you have read
- Responding to information

## What you have learned

Well done. Since you have started working at Seagrass High School, you have learned about:

- Identifying the purpose for reading
- Finding the right text for a task
- Audience and purpose
- Text structure
- Text features
- Types of texts
- Finding information
- Reading workplace terminology
- Reading strategies
- Checking what you have read
- Responding to information

You are now ready for the Final Assessment.