Memo

To: GSI Country Representative

From: Cher O’Kee, History Channel

Date:

Re: Native populations

The History Channel is doing a special on the Native Peoples of the New World. They are concentrating on the Aztecs and the Inca. Please put together some information about the Natives in your country and compare them and their experiences to the Inca and the Aztecs. Give a complete picture.

Mr. Satell’s two cents

I have looked over this memo in your in basket and have a few thoughts for you.

* Remember to use the memo format to: the person you are sending it to. From that is you (and or your partner) your title including your country, and period. Also include the Date: and what the memo is regarding (RE)
* Use the packets available in class, worksheets given to you, notes from class, and/or internet and other sources of quality
* Have a short sentence reminding them what they requested in the memo sent to you
* Use bullet points and paragraphs.
* Use good grammar and spelling
* Cover the material fully in as few words as possible

In addition:

This is also pretty straight forward. Give a good description of your native populations but also provide a clear picture of Aztec and Inca cultures.