**Directions:**

1. Open a new screen in Microsoft Word.
2. Prepare a header that includes your name, class period, and date.
3. Format your paper to have 1.0 Spacing and Remove Space After Paragraph, Times New Roman, 12 Point font
4. Prepare the message below in memo format. (Use your notes)
5. Check for spelling and grammar errors using spell check.
6. Save this document as missingchicken.lastname.
7. Upload to Moodle under “Upload missingchicken.lastname here!!!”

TO: All teachers and students

FROM: Your name

DATE: Today’s date

SUBJECT: Missing Chicken

Please be on the lookout for a missing chicken. He was scheduled to go into the deep fryer next week, but he is nowhere to be found. I know it is a scary time for the poor old chicken, but it was what he was born to do. There have been sightings of a skinny chicken in the gymnasium, on the playground and on the north end of the hallway. So far he has steered clear of the cafeteria.

Chicken Little is about 2’5” tall. He has a beard and is completely covered in feathers. He answers to “chirp-chirp”. Caution: he has been known to shake his tail feathers. If you see the chicken, please let me know immediately. Otherwise, it will be a ham for lunch next week.