

Name

Block

Date

Skills for Functional Documents

For functional document questions, the skills they are testing for are...

reading comprehension	tone	author's perspective
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Some strategies include:

scavenger hunt (read question, then find answer)	read title/images first, then the writing	understand who the audience/reader is
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What are the different types of functional documents?

resumes	cover letters	directions (for a task)	directions (to a place)	reviews
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Directions: Tell me what the TEST is looking for. Then tell me what strategy you can use.

1. If you wanted to try the start disk method, what is the third thing you will do?

Skills they are testing: reading comprehension	Strategies to beat it: read question first, then scavenger hunt answer	Answer:
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2. Why did the author of "How to Fix a Broken iPod" add in a warning for Smacking Method paragraph 1?

Skills they are testing: author's perspective	Strategies to beat it: think about audience perspective	Answer:
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3. Why do you think the author chose that picture for the document?

Skills they are testing: author's perspective	Strategies to beat it: think about audience perspective	Answer:
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4. Which pair of words BEST describes the **tone** of this essay?

(Angry and upset, Humorous and playful, Positive and informative, Afraid and worried, etc.)

Skills they are testing: tone	Strategies to beat it: audience perspective (how will the audience FEEL?)	Answer:
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5. According to this author, which of the following ways is the BEST way to fix an iPod?

Skills they are testing: reading comprehension	Strategies to beat it: read questions first, then scavenger hunt answer	Answer:
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Document 1:

How to Fix a Broken iPod

Edited by [Dave Crosby](#) and [54 others](#)

The sad face appears on your [iPod screen](#). You hear a clicking sound (the sound of the hard drive having difficulty spinning). Have you had these problems going on with your iPod? Then this method just might make your iPod start working again!

Steps

1. [Turn your iPod on](#). Make sure the battery is charged up enough to turn it on. The sad iPod or sad folder should pop up on the screen.
2. Put your ear up against the [iPod](#) and you will hear the clicking sound inside (it sounds like a car trying to start up, whenever it takes a few tries turning the keys).



Smacking Method

1. While the iPod is still making these sounds, take the iPod in one hand, open the palm of your other hand, and smack the narrow side of the iPod against the palm of your other hand. Warning: This method is proven to work as an effortless way to repair iPod hard drive misalignment, but it may result in future hardware problems. This is only a *temporary* solution to fixing an iPod, and the problem may come back (experiences vary). Other methods of reviving a dead iPod are available below and may be much safer.
2. Continue smacking it on its side for at least 6 times, while the iPod is trying to turn on. The key is to loosen the hard drive.
3. After this it should resume normal function. If it doesn't, read below.
4. If smacking your iPod, gets it back to life, you ought to do an [iPod Low Level Format](#) of the hard drive so that the hard drive can mark any sectors you may have damaged in the smacking process. (Don't worry - even new hard drives have bad sectors).
5. There are several methods out there that have all successfully fixed iPods, so don't give up hope yet.
6. If, however, you are a more hands-on type of person and don't want to bother trying iPod aid through your computer, skip down for info on how to open and repair internally.

Format your iPod with a start disk

1. Put your iPod in disk mode before connecting with a computer.
2. Have it mounted by the computer, booted by a system startup disk. For Mac, you can use the Disk Utility (on the Tiger OS system disk), for PC user, you can use the window OS system disk.
3. Try to find a way to reformat your iPod, again it does not matter which format (FAT32, NTFS or HFS+) you choose, the key is to erase the corrupted system files on the iPod.
4. Eject your iPod and do a Reset to switch out from Disk Mode.
5. Reboot your computer at the normal way, connect your iPod back with it, open the iPod updater, and hopefully your iPod will appear there for the Restore.

An external tutorial

1. **This method uses an external tutorial on how to open up your iPod and attempt to fix it.** This should probably be done as a last resort, for opening your iPod will most likely void your warranty. In addition, if executed wrongly, your iPod may sustain permanent damage while your problem may have been easily aided by other, simpler processes. The tutorial is at [iPodloung](#). This tutorial is how to open a 3rd/4th Generation iPod, although most are similarly done. Google it if you're not satisfied and want more detail; there are a lot of great sites out there.

Document 2:

April 19, 2010

Denise Richards

Precious Farms

(415) 523-2953

Dear Ms. Richards:

It was very cool to hear from you by email last week. Thank you a lot for asking me to give you a formal letter applying for the position of Student Environmental Advocate, or something like that. I really want to grow up and work at a farm. I know I already, like, told you this before, but I have eight months experience working as an okay sales cashier at another local independent grocery store near my grandma's house in Oakland called La Super Mercado. That means the super market in Spanish. That store kinda sucked, but I put up through it. Although I kinda liked being a sales cashier, I feel ready for a change. You know what I mean?

My responsibilities at La Super Mercado included the following:

-Working the cash register, Advising customers

-Packing returns and overstocks, Answering the phone

La Super Mercado initially paid a starting salary of \$9.25 an hour, which was raised to \$10.00 an hour on April 1. I am leaving my old job because it doesn't pay the bills. That means, I will only work for you if I get more money. I would like to make at least \$10.50 an hour with you.

Finally, Ms. Johnson, my current supervisor at La Super Mercado has agreed to serve as a reference. Call her if you feel like it. Her phone number is (415) 523-2130.

Thanks again for considering me for this position. I would like to work at Precious Farms as the Student Health Advocate. Please text me at (415) 555-5586, check out my MySpace page, or e-mail me at YoWorseNightmare@hotmail.com.

Infinite XOXO, Jilliana Mora

Tone

Remember: "Repeat after me: R C C = T!"

Directions: First, identify the TONE of this Cover Letter. To do that, follow the steps below:

1. Read- Summarize what the cover letter says in 1 sentence.
2. Connotation- Tell me if the cover letter has a - + or Neutral feeling.
3. Clues- Circle 3-5 words or phrases in the cover letter that gave you that connotation or feeling. Write the words below.
4. Tone- Circle 1 or 2 words from the tone box to identify the tone. Describe why you chose them.

Neutral Tones	Negative Tones		Positive Tones
Fictional	Imaginative	Critical Negative	Humorous Hopeful
Factual	Informative	Unprofessional Casual Immature	Encouraging Professional Helpful Enthusiastic

Grammar

Directions: You are going to help this student edit their *imprecise* and *wordy* cover letter. You are going to do this 3 ways:

1. Cross out at least 3 sentences in the cover letter that do not seem professional. Why did you cross out these sentences?
2. Change the following words in the cover letter to more PRECISE (detailed, specific) words.

Step 1: Find the word in the cover letter and box the word.

Step 2: Circle the MOST precise word to replace the word from the box below.

Imprecise Words	Choose the most PRECISE (specific) word.
1. Cool	1. Cold, nice, friendly
2. A lot	2. A ton, very much, super
3. Give	3. Mail, send, receive
4. Good	4. Boring, interesting, Excellent
5. Put up	5. Built, dealt, prevailed

Gathering Information: Details Details Details

Directions: Answer the following questions about the cover letter.

1. What is a “reference”? What is the name of the reference to contact?
2. The cover letter gives 3 ways to contact (talk to) the student. List and describe why each type of contact is unprofessional.
3. Which of the following is not presented in the cover letter?
 - a. The job title she is applying for.
 - b. The salary she made at her last job.
 - c. Where she lives.
 - d. The responsibilities she had at her old job.
4. Which of the following IS presented in the cover letter?
 - a. The location of the Precious Farms.
 - b. What the student needs to do next to get the job.
 - c. Where the student lives.
 - d. What the student wants to do when she grows up.

Bonus: Why do you think that the student give the definition/description of La Super Mercada in her cover letter?