

Example Document

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Subject: Organizing The Big Day

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Encourage students to cover the body of the document when they “read around the document”

Hi all,

Just wanted to connect with u all before the last big event. Pleez be their early 2morrow morning and don't forget 2 bring the supplies that u volunteered to bring. We will meet in the multipurpose room at 8 am. Mr. Pratchell said that we can store all of the bottles in the storage room until we take it to the depot at the end of the day. Hopefully this final event will raise enough money to get to our goal! Who would've thought we could raise enough money to buy books for a place we didn't even know about a few years ago?

See you tomorrow,
JF “the Prez”