

Students when typing up a document or creating a terms sheet use the following format. If you need help setting up please let me know. Communication is important.

In the upper Right Hand corner of your paper always put the following information:


Name  
Date  
Class  
Hour

Save file or name file like; (*INT-1-1-Terms*), *INT* is your three initials, 1-1 is the first quarter first week, and *Terms* is a descriptive name to remember the file. At the beginning of all documents give a title or opening description of the assignment.

### **Week One Assignment**

Give a paragraph description of the following words:

Try to put most terms and description items in a table format.

<b>Term/Word</b>	<b>Definition/Description</b>	<b>Image/Logo</b>
Recycle	is a process to change materials (waste) into new products to prevent waste of potentially useful materials, reduce the consumption of fresh raw materials, reduce energy usage, reduce air pollution (from incineration) and water pollution (from landfilling) by reducing the need for "conventional" waste disposal, and lower greenhouse gas emissions as compared to plastic production. Recycling is a key component of modern waste reduction and is the third component of the "Reduce, Reuse, Recycle" waste hierarchy.	
Renewable		

Depending on the assignment, instructor will inform you how to submit your documents for review and grading.