

# Word lab 2 ch 3

Sociology, Communication



Dear Mr. Jackson: Thank you for registering online for our spring classes. As a library patron, you are aware that we offer a great deal more than books and magazines. The table below outlines the classes for which you have registered, along with the dates and locations:

Note that all classes, regardless of date, begin at 10: 00 a. m. and last four hours. Although no materials or textbooks are required for the classes, you are strongly encouraged to bring the following items:

- Pens, pencils, or other writing implements
- Blank CD or DVD to store documents and notes created during class
- Notebook or loose-leaf binder for handwritten notes
- Your valid library card to verify enrollment eligibility

Please note that no food or drinks are allowed in any of our computer facilities. If you have any questions or would like to register for additional courses, please contact me at (291) 555-9454 or via e-mail at [email protected]net. Again, thank you for your interest in and continued patronage of Jonner Public Library. We look forward to seeing you when your first class begins. Sincerely, Marcia Lawrence Head Librarian