
Select four of the eight chapters from the Shelly/Cashman book to read. The website that coordinates with the book is [http://www.scsite.com/tdc4](http://www.scsite.com/tdc4) Each assignment (test & narrative report) is worth 10 points.

**Narrative Report**

For two of the four chapters complete the following narrative chapter report. Select items for your report from diverse areas of the chapter.

1. Select three new vocabulary words that you think are important. Define each word and include a rationale for each selection. Include the page number.
2. Select three important ideas from the chapter. Explain the important ideas in your own words to demonstrate your understanding. Include page numbers.
3. Explain how the information in the chapter applies or may apply to your professional goals.

Narrative chapter reports should be 1 1/2 to 2 pages in length, single-spaced with double space between sections described above. Be sure to check for spelling and grammatical errors. Look at sample assignment.

**Chapter—Practice Test**

For two of the chapters read, complete the chapter test. Print the chapter test. Be sure to turn in a final test that includes a score of 100 percent. (This means find the information in the text before answering the question.) Each question is worth ½ a point.

Steps for accessing the practice test.
1. Open the website using this URL address [http://www.scsite.com/tdc4](http://www.scsite.com/tdc4)
2. Select the chapter that you read from the left hand menu.
3. From the left hand menu under *Exercises* select *Learn it Online*.
4. Select *Practice Test* from the appropriate chapter.
5. Take the test.
6. Fill your name (first & last) in the cell at the bottom of the page.
7. Select *Grade Test*.
8. Print the test and turn in by due date.