Printable To-Do List

Answer key / Task 1

Transfer this invented example to the matching fields in the blank form: Task: Read notes; Priority: High; Due: Mon; Done: leave blank.

Answer: Task = Read notes; Priority = High; Due = Mon; Done = blank.

Task	Priority	Due	Done
Read notes	High	Mon	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable To-Do List

Answer key / Task 2

Transfer this invented example to the matching fields in the blank form: Task: Practise; Priority: High; Due: Tue; Done: leave blank.

Answer: Task = Practise; Priority = High; Due = Tue; Done = blank.

Task	Priority	Due	Done
Practise	High	Tue	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable To-Do List

Answer key / Task 3

Transfer this invented example to the matching fields in the blank form: Task: Check answers; Priority: Medium; Due: Thu; Done: leave blank.

Answer: Task = Check answers; Priority = Medium; Due = Thu; Done = blank.

Task	Priority	Due	Done
Check answers	Medium	Thu	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable To-Do List

Answer key / Task 4

Transfer this invented example to the matching fields in the blank form: Task: File work; Priority: Low; Due: Fri; Done: leave blank.

Answer: Task = File work; Priority = Low; Due = Fri; Done = blank.

Task	Priority	Due	Done
File work	Low	Fri	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.