

## Book of Penalties – The Late Note

Record the following statement in order to submit your late assignment. Remember, you have 5 class days to turn in late work

Dear Ms. Burns

I am submitting this letter because I have failed to complete an assignment within the allotted time period. Why I have not completed this task on time is not important because it is an excuse. A reason is valid and usually unavoidable. An excuse is a transparent attempt to shift blame away from one's self. Excuses are monuments of nothing; they build bridges to nowhere. Excuses are tools of the irresponsible. Due to my irresponsibility, my late submission requires you, my teacher, to put forth additional effort and time to grade and maintain order. The most heinous offense is that I have wasted time. "Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it you can never get it back." As in the popular saying, "YOLO," the fact that I only live once means I should make every second count because these are moments that I can't get back. While life is happening now, today, I am stuck in the past striving to complete yesterday's work.

Now in addition to completing all my other responsibilities, I have to take the time to write this letter. The objective of this exercise is to build responsibility, time awareness and time management. In the future, I will take the necessary steps and adjust my schedule to ensure that I do not waste time. I will demonstrate self-respect and respect for classmates and my teacher by taking my responsibilities seriously and turning in my assignments on time.

I remain

(sign and date)