

Subject: Reminder of tasks for next week

Dear [Student's name],

I hope you're having a good week so far. In preparation for next week, here's a reminder of the **tasks** and **homework** you'll need to do. This should help you plan your time well and stay organised. Please don't hesitate to contact me if you have any **questions** or **need clarification** on any of the following:

- **Maths** homework (**Tuesday**):
 - Exercises 1 to 10 on page 45.
- **Science** project (**Wednesday**):
 - Finalise research on assigned topic.
 - Start writing the first draft of the project.
- Compulsory **Reading** (**Friday**):
 - Finish reading chapter 5 of the book "Title of the Book".
 - Make notes on key themes.
- Revision for **History exam** (**Thursday**):
 - Review chapters 3 and 4 of the textbook.
 - Note down important dates and key events.
- **Art** project (next **Monday**):
 - Continue the preliminary sketch of your project.
 - Prepare a list of the supplies you'll need.

Don't forget to plan regular breaks to maintain your concentration. If you have any difficulties or concerns about any of these tasks, don't hesitate to let me know. I'm here to help.

Good luck and have a great week!

All the best,

[Your Name]

[Your Title/Position]

[Your Contact]