

Guided Reading Activity

networks

Structure and Functions of the Executive Branch

Lesson 2 *Cabinet Departments and Independent Agencies*

Review Questions

Directions: Read each main idea. Use your text to supply the details that support or explain each main idea.

A. Main idea: The Cabinet includes each of the heads of the 15 executive branch departments, who advise the president in matters related to the specific department that each runs.

1. **Detail:** The Department of _____ is responsible for developing and implementing the foreign policy of the United States through its world network of ambassadors, embassies, and consulates.
2. **Detail:** The Department of _____ manages the monetary resources of the country, including the U.S. Mint, the Bureau of Engraving and Printing, and the Internal Revenue Service.
3. **Detail:** The Department of the _____ executes federal policy to protect natural resources while the Department of _____ develops and executes policy on farming, agriculture, and food.
4. **Detail:** The Department of _____ enforces federal laws and includes the Drug Enforcement Administration, the Federal Bureau of Investigation, and the U.S. Marshals.
5. **Detail:** The Department of _____ develops and executes policies to promote American businesses and industries, while the Department of _____ administers federal programs to protect and improve the productivity of workers.
6. **Detail:** The Department of _____ protects the security of our country and includes the various branches of the armed forces and many defense agencies.

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Magruder's American Government Guided Reading and Review Workbook Student Edition 2003c William A. McClenaghan, 2002-05-15 High School Hailed as a stellar educational resource for nearly a century Magruder's American Government is updated annually to meet the changing needs of today's high school students and teachers The program's engaging narrative is enhanced with numerous primary sources political cartoons charts graphs and photos making the structure and principals of government accessible and motivating to students of all abilities Civics: Government and Economics in Action Reading and Vocabulary Study Guide 2005c James Edwin Davis, Phyllis Fernlund, Peter Woll, Prentice-Hall Staff, 2004-03 Civics Government and Economics in Action provides an engaging current and relevant look at the foundations of American government citizenship and the American economic and legal systems The program combines an accessible narrative and engaging visual design with a wide variety of instructional tools from workbooks to interactive technology to motivate students to participate make decisions and take action both in and out of the classroom *Study Guide for Understanding American Government I* Ralph Havener, 1959 An Insider's Guide To Working for the Federal Government Dan Lindner, 2020-10-01 What is it like to work for the federal government What are day to day operations like How do I get a job in the Beltway For anyone asking these questions author and longtime federal employee Dan Lindner draws on more than forty years of experience to provide the answers With simple to the point explanations of the different branches and agencies of government Lindner guides prospective employees and contractors through the halls of bureaucracy giving readers everything they need to know to excel in the federal environment Along the way Lindner provides 100 Lessons nuggets of advice for almost any situation An Insider's Guide to Working for the Federal Government tells you how to get the job how to thrive in the job and how to retire There's even an additional chapter covering Lindner's own career war stories **U.S. Government Printing Office Style Manual: An Official Guide to the Form and Style of Federal Government Printing, 2008 (Paper)**, 2010 **Government Auditing Standards and Single Audits 2019** AICPA, 2019-09-04 Need assistance in understanding and applying the special considerations required in a single audit This 2019 Audit Guide is an indispensable resource for auditors performing Yellow Book and Uniform Guidance compliance audits Based on Government Auditing Standards 2011 Revision this new edition provides up to date information and expert guidance on single audits and Uniform Guidance compliance audit requirements It includes example auditor reports for both the reporting required under Government Auditing Standards and the Uniform Guidance compliance audit Key features include Understand the complexities of Government Auditing Standards including the requirements related to auditor independence Gain an understanding of the requirements for performing a Uniform Guidance compliance audit including major program determination Understand the unique audit areas related to a compliance audit of federal awards including internal control over compliance for major programs Properly report on the single audit using the illustrative auditor's

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dear neil i am requesting to take time off from the 8th to the 12th of march i am happy and available to discuss the details of
this with you more in person at any time during my working hours if you prefer to do so

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writing sample email template email subject summarize the intention of the request requested date s your name dear
manager s or employer s name i would like to kindly ask for one day off on exact date because reason s

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email to request time off from work including tips on how to approach your boss and what information to include

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ensure that you re requesting time off professionally and courteously here are the steps you should follow 1 know your
company s policies

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i would like to ask permission for a day off from work on date rest assured that i will be available to work after that day i am
hoping that you would consider my request and i will be waiting for your response

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email sample 2 days off request subject request for time off dear recipient name i am writing to request the following days off
from work i will be covering all the duties during my absence please let me know if you have any questions thank you and i
look forward to hearing from you soon sincerely sender name