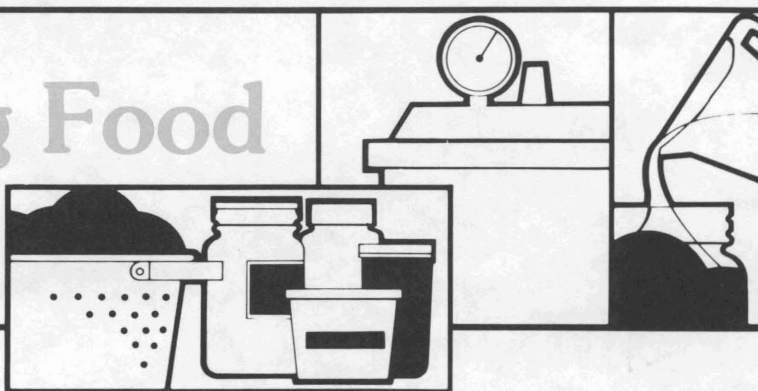


# Preserving Food at Home



L-2020

6/18/82

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## Before You Begin to Preserve

Dear Home Food Preserver,

I am delighted to welcome you as a participant in the mail-out series, "Preserving Food at Home."

Before the canning lesson begins, inventory and evaluate the supplies of foods in the freezer and on cabinet shelves. Place current stocks of canned and frozen goods so they can be easily reached and used before newly processed foods. If you have excess supplies of certain food items, consider preserving fewer containers of them this year. On the other hand, if you ran out of certain family favorites last year, plan to preserve more of these items this time.

The enclosed copy of B-1345, *Home Food Storage*, will tell you how long you can keep foods processed in jars or in the freezer at optimum quality.

Studies have indicated that you can save money through home food preservation. The source and cost of the produce are major considerations.

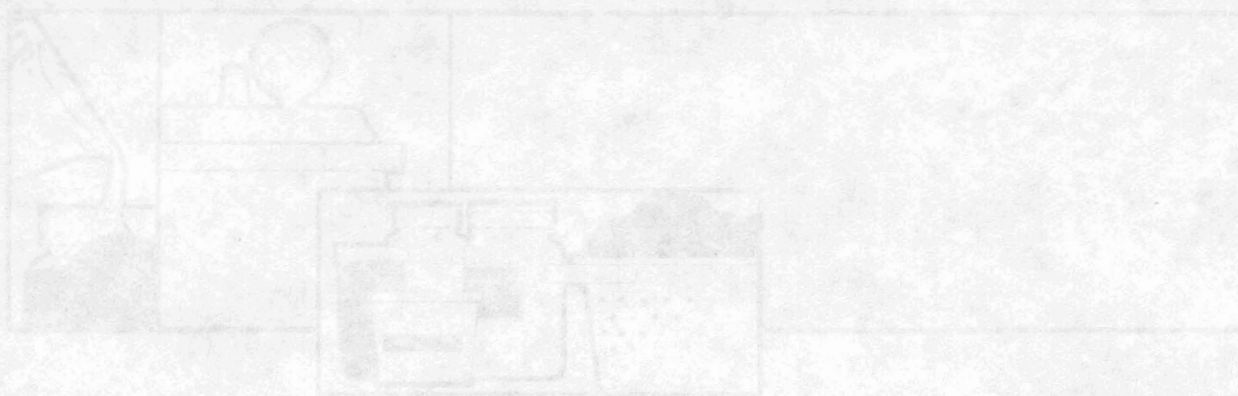
Major sources of produce for home food preservation are home gardens, farmers' markets, roadside stands, pick-your-own farms and gifts from friends. Home gardeners often think of their produce as free food. They quickly forget about the cost of the seed, fertilizer, water and their own labor and time. Home gardening can be an economical means of food production, with the added bonus of healthful outdoor exercise, opportunities for families to work together, a chance for children to learn how things grow and how much effort is needed to produce foods, and the fresh-from-the-garden taste of home-grown vegetables.

Consider trading with neighbors and friends to share abundant home-grown produce. Pick-your-own farms can be an economical source of produce. You may purchase economical produce during peak seasons at roadside stands or farmers' markets, but for best results, study prices carefully and select only fresh produce.

To help us evaluate and improve our educational programs, please keep a record of the foods you preserve. Tape your *Food Preservation Record* inside a cabinet door or other convenient place and keep it up to date throughout the season. You may be surprised at how much you have done and how much money you have saved.

Expect your next letter in 1 week. The others will be sent at weekly intervals. If you have any questions, please call or write.

Sincerely,



## Before You Begin to Write

What You Need to Know

Before you begin to write, you should know the following:

1. The purpose of the report. Is it to inform, to persuade, or to entertain? The purpose will determine the content and the style of the report.

2. The audience. Who will be reading the report? This will determine the level of detail and the language used.

3. The subject. What is the topic of the report? This will determine the scope and the organization of the report.

4. The format. How should the report be organized? This will determine the sequence of the sections and the use of headings and subheadings.

5. The style. What is the appropriate tone and language for the report? This will determine the choice of words and the use of punctuation and grammar.

6. The length. How long should the report be? This will determine the amount of detail and the number of sections.

7. The deadline. When is the report due? This will determine the time available for writing and editing.

8. The resources. What materials and information are available for the report? This will determine the scope and the content of the report.