

## Instructions: Introduction Letter

The purpose of this writing assignment is two-fold. One, I want to know who my students are. Two, I want to see who can follow directions. Not only will you be graded on your letter, you will be graded on your ability to follow directions. With that in mind, you'll need to do the following:

1. Compose a **5-7 paragraph** informal letter telling me about yourself. Include an introduction paragraph, body paragraphs and a conclusion paragraph. Don't have anything to write about? Try the following:

Family

Hobbies/Interests

Pets

Goals

Likes/Dislikes

Vacations

2. Have two people in class look at your rough draft and give you feedback. Have each person initial the brief checklist below.

Does everything make sense? \_\_\_\_\_

Are there any spelling errors? \_\_\_\_\_

Are there any convention errors? \_\_\_\_\_

Are there colorful details and interesting information? \_\_\_\_\_

Is the letter organized: B/M/E? \_\_\_\_\_

Is the author's voice present? \_\_\_\_\_

3. Type your rough draft in class and make sure you follow the directions below.

Follow Block Letter format from back side of this sheet. \_\_\_\_\_

Use the date that the letter is due for date \_\_\_\_\_.

Single-space each paragraph. \_\_\_\_\_

Follow spacing recommendations on letter format page. \_\_\_\_\_

Make sure you have signed your letter using black or blue ink. \_\_\_\_\_

Spell my name correctly: Ms. Bennett. \_\_\_\_\_

Save letter to the server. \_\_\_\_\_

4. Turn in this sheet with your letter stapled on top. \_\_\_\_\_