

Introductory Letter

Directions: Write a letter back to me introducing yourself. Please follow the format of the letter I wrote to you and consult the outline below for more guidelines. The letter needs to include the following:

- A. **MLA heading** in the upper left-hand corner
(4 lines: First Name Last Name/ English, Period, 15 August 2016)
- B. **Letter heading** (location/date) in the upper right-hand corner
(2 lines: location from which you are writing/date when you are writing)
- C. **Salutation** or greeting (Mine was “Dear students,”)
- D. **Four body paragraphs** (No indenting!)
 - a. **Paragraph 1:** Introduce yourself. Tell me your name, what schools you have attended, and what you like about school. What are your favorite subjects? Least favorite? What are your academic strengths? What are your academic areas that you wish to improve?
 - b. **Paragraph 2:** Describe your family. Have you and/or your family lived in any other cities or countries? Which ones? Do you speak any other languages besides English?
 - c. **Paragraph 3:** What special interests, hobbies, or extra-curricular activities do you have? Are you in any clubs or sports teams at SOCES? Do you play any musical instruments? Do you have any pets? What are your favorite television shows? Name a book, play, or poem that you really enjoyed reading. Is there something that you have done that you are especially proud of? Tell me something funny about yourself.
 - d. **Paragraph 4:** What language arts skills do you feel are your strengths, and which ones would you like me to help you with? Are there any particular aspects of English class that usually cause you problems or concerns? Do you have any hearing or vision problems that I need to consider when making up a seating chart? Is there anything else you would like me to know about you?
- E. **Closing** (Mine was “Sincerely,”)
- F. **Signature**