**Introductory: The Friendly Letter!**

**Prompt:** Write a “Friendly Letter of Introduction” to your humanities teachers introducing yourself, analyzing yourself as a reader and a writer, and sharing any other information or questions to start the year off smoothly.

**Writing Objectives:**

* **Analyze** your *audience* and *purpose*, and select and use *tone* and *word choice* that is appropriate for that audience and purpose.
* **Analyze** yourself and what your teachers should know about you; select *evidence* that provides great *examples* of what you are saying about yourself.
* **Elaborate** to fully *explain* your thinking and *entertain* your reader.

**Other Objectives:**

* **Establish** a high standard for your written work in this class. Create an excellent sample of your word choice, topic selection, and paragraph organization.
* **Provide** a great first impression of your dynamic and unique personality.
* **Show** your ability to use online resources to assure worthwhile prewriting and drafting.
* **Establish** goals for your future Humanities success.

**Process:**

* Write a friendly letter to Ms.Havlin
	+ Focus on organization, formatting, and presentation
		- Use <http://englishplus.com/grammar/00000144.htm> as a resource for style and formatting
	+ Type your letter using 12 pt. academic font, 1 page, single spaced, no paper heading
* Introduce yourself in one interesting paragraph.
	+ Focus on scintillating word choice as you relate interesting, appropriate details about yourself
* Follow with a paragraph where in you set two goals for 10th Grade Honors humanities.
	+ Suggestions include a reading goal, a writing goal, or a social studies goal
	+ Include the rationale(s) that lead to you choosing your goal.
* Conclude with an appropriate salutation. Attach this sheet with the rubric to the back of your friendly letter.

**Submit Letter via TURNITIN.COM by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Excellent** | **Meets Standard** | **Below Standard** |
| **Ideas and Content** | Thoughtful, witty, insightful, reflective content and tone | Some great ideas related and an appropriate tone for the audience and purpose | Few ideas and/or inappropriate tone for the audience and purpose |
| **Organization (x2)** | Friendly Letter format and good paragraph structure  | One deviation from friendly letter format or good paragraph structure | Two or more format deviations or good paragraph structure |
| **Word Choice** | Scintillating  | Interesting  | Pedestrian |
| **Editing and Conventions** | No apparent mistakes in spelling, grammar, or punctuation | One or two mistakes in spelling, grammar, or punctuation | More than two mistakes in spelling, grammar, or punctuation |