**Introductory 11th: The Friendly Letter!**

**Prompt:** Write an **INTERESTING** “Friendly Letter of Introduction” to your teachers introducing yourself and distinguishing you from your peers.

**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.

**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 your background, interests, and future plans
  + Follow with a paragraph where in you vividly relate a personal experience that shows something about your character.
* Conclude with an appropriate salutation.
* Submit your work to Ms.Havlin, via turnitin.com by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
* Turnitin.com ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rubric:**

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| --- | --- | --- | --- | --- | --- | --- |
|  | Exceeds standard  (5) | Meets standard  (4.25) | Almost meets standard  (3.75) | Approaches standard (3) | Still developing  (2.5) | Not present  (0) |
| Ideas and Content | \*\* Unique, highly individual and clear  \*\*Coherent and written in an exemplary fashion | \*\*Clear and sometimes engaging  \*\*Coherent and well written. | \*\*Mostly clear. | \*\*Sometimes poorly written and/or unclear | \*\*Poorly written and unclear | No effort |
| Evidence | \*\*Clear, relevant and highly developed/specific  \*\*Comes from appropriate sources | \*\*Clear, relevant, and mostly specific  \*\*Comes from appropriate sources | \*\*Mostly clear and relevant with some specifics  \*\*Comes from appropriate sources | \*\*Unclear and/or random; mostly generalizations  \*\*Some sources may be inappropriate | \*Unclear and random  \*\*Uses inappropriate sources | No evidence |
| Style | \*\*Advanced and vivid persuasive use of language  \*\*Advanced, creative use of mechanics  \*\*Strong, unique voice  \*\*Perfect friendly letter format | \*\* Adequate and vivid persuasive use of language  \*\* Correct use of mechanics  \*\*Clear voice  \*Perfect friendly letter format | \*\*Mostly adequate use of language, some problems  \*\* Mostly correct use of mechanics  \*\*Some voice  \*One error in format | \*\*Problems with word choice, grammar, and construction  \*\*Problems with mechanics  \*\*Developing voice  \*\*More than one error in format | \*\*Major, distracting problems with word choice, grammar, and construction  \*\*Major, distracting problems with mechanics and format  \*\*Bland voice | No coherent style |