Context:
Asking students to write an informal letter of introduction at the beginning of the semester serves several purposes. First, you can assess the basic writing levels of your students in this stress-free assignment. Second, you can learn about the students’ personal goals for your class, including an initial self-assessment about their writing. Finally, you can reinforce the formatting guidelines for work to be submitted.

English 102 Letter of Introduction

For the student: This assignment affords you the opportunity to write about yourself as a person, a writer, and a student in English 102.

Instructions:
Create a header as described on page 22 of *Entering Academic Conversations*. Then compose an informal letter to your instructor, complete with a salutation (Dear Miss/Mr./Mrs.) and closing (Sincerely/Respectfully) and your signature. Follow these guidelines:

Paragraph One: Introduce yourself with whatever information you feel is important. You may write about your interests, your academic pursuits, your family and home town or anything else that will enable the reader to know you better.

Paragraph Two: Write about your writing experiences and what you consider your strengths and weaknesses as a writer. What kinds of writing do you generally do? What kinds of writing have you done in the past? How do you feel about your writing skills? On what are you basing your views?

Paragraph Three: Write about your course goals for English 102. What do you intend to get from this class? How are you going to accomplish those goals? What does the class need to be to enable you to be successful? What special concerns do you have about this class that the instructor should know?