

WRITING #1 - MRS. C'S ENGLISH

INTRODUCTORY LETTER

1. Check out the letter I wrote to you to welcome you to the semester. You can find it at mrsconnollysclass.com under the tab that says "Syllabi, Welcome, & Objectives."
2. Revisit the info on the syllabus (same location) or just think about the focus of this class as talked about so far.
3. Craft your own letter to me (at least half a page, no more than a full page) in response to my letter, the syllabus, and class so far.
 - How do think this approach to English class will work for you?
 - How is it similar or different from classes you've been in before?
 - What do I need to know about you as a reader/writer/student/learner/person in order to be your teacher?
 - What concerns might you have about learning either remotely or in-person?
 - **THESE bullet points aren't an assignment/worksheet to fulfill.** Write the letter you need to write while letting them guide you in an academic and/or personal direction as you need.
4. Work on your letter in your drafts folder until you are satisfied that it says what you want to say.

Tech Steps:

1. Open your Dropbox – and go to your DRAFTS folder.
2. Choose CREATE NEW FILE & start a new WORD document.
3. Start your letter with "Dear Mrs. C,"
4. Write your letter. Make it good. Reread it to be sure it makes sense.
5. Make sure it looks like a letter* & that you shift paragraphs where ideas shift.
6. Sign off your letter with an appropriate closing and your name at the bottom.
7. Title the doc Yourlastname Letter 1 (not literally – replace that with YOUR last name)
8. To SUBMIT – move your appropriately named document to the your submissions folder (use the menu – 3 dots – button to choose move and then select the folder to move it to).
9. DO NOT share the document. I already have access to your folders so that is an unnecessary step.

*Google informal letter format if you don't know what letters look like.