

BEFORE you write this letter: reread the earliest paper you wrote for English 7A (or this semester if you somehow joined us in January).

In one page or so, introduce your portfolio to your audience (in this case it is primarily Mrs. C, but you can go bit broader if you'd like). So start with "Dear Mrs. C," or "Dear Reader,".

You might/should address the following kinds of questions:

- Mention the papers you have included.
- Why/how do they represent you as a writer?
- A description, with specific examples, of how/why you have revised your work.
- A brief note about what progress you have made as a writer, as well as what you still need to work on.
- How did WRITE CLUB and teacher feedback impact your writing?
- Anything else to show how conscious you are of your own writing processes and your development as a writer of academic prose and/or creative ventures.
  - What do you *know* now that you didn't before?
  - What can you *do* now that you couldn't before?
  - Why does any of this matter?
- Consider adding a few notes (a short paragraph) about your reading progress...Any new favorites? What did you learn about yourself as a reader this semester/year? What are you most proud of or/and what do you still need to work on?

\* These reflections are not limited to this semester and may go back to the start of the year.

Be confident, but acknowledge the faults you have or writing challenges you face. Honesty is good here, as you're trying to "prove" that you are self-reflective and aware.

Think of the letter as a "formal conversation" – you are speaking to a teacher, not a friend, but it is not a formal "report" either. Give it some *personality*.

Please end the letter with either "Sincerely," or "Best regards," and your name at the bottom.

You don't have to use a strict letter form with address headers and inside address at the top, but make it look neat and professional.

Spend some time on the letter: It's the first piece the reader will see in your portfolio, so it's important.

NAME THIS DOCUMENT "LastnameSpringLetter.docx" (Ex. WilliamsSpringLetter.docx)