**Marking up a letter**

We all learn to write a letter sooner or later; it is also a useful example to test our text formatting skills. In this assignment, you'll have a letter to mark up as a test for your HTML text formatting skills, as well as hyperlinks and proper use of the HTML <head> element.

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| **Prerequisites:** | Before attempting this assessment you should have already worked through [Getting started with HTML](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Getting_started), [What's in the head? Metadata in HTML](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/The_head_metadata_in_HTML), [HTML text fundamentals](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/HTML_text_fundamentals), [Creating hyperlinks](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Creating_hyperlinks), and [Advanced text formatting](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Advanced_text_formatting). |
| **Objective:** | Test basic and advanced HTML text formatting, use of hyperlinks, and use of HTML <head>. |

[**Starting point**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#starting_point)

To begin, get the [raw text you need to mark up](https://github.com/mdn/learning-area/blob/main/html/introduction-to-html/marking-up-a-letter-start/letter-text.txt), and the [CSS to style the HTML](https://github.com/mdn/learning-area/blob/main/html/introduction-to-html/marking-up-a-letter-start/css.txt). Create a new .html file using your text editor or use an online editor such as [CodePen](https://codepen.io/" \t "_blank), [JSFiddle](https://jsfiddle.net/" \t "_blank), or [Glitch](https://glitch.com/).

**Note:** If you get stuck, you can reach out to us in one of our [communication channels](https://developer.mozilla.org/en-US/docs/MDN/Community/Communication_channels).

[**Project brief**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#project_brief)

For this project, your task is to mark up a letter that needs to be hosted on a university intranet. The letter is a response from a research fellow to a prospective PhD student concerning their application to the university.

[**Block/structural semantics**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#blockstructural_semantics)

* Use appropriate document structure including doctype, and [<html>](https://developer.mozilla.org/en-US/docs/Web/HTML/Element/html), [<head>](https://developer.mozilla.org/en-US/docs/Web/HTML/Element/head) and [<body>](https://developer.mozilla.org/en-US/docs/Web/HTML/Element/body) elements.
* In general, the letter should be marked up as an organization of headings and paragraphs, with the following exception. There is one top level heading (the "Re:" line) and three second level headings.
* Use an appropriate list type to mark up the semester start dates, study subjects, and exotic dances.
* Put the two addresses inside [<address>](https://developer.mozilla.org/en-US/docs/Web/HTML/Element/address) elements. Each line of the address should sit on a new line, but not be in a new paragraph.

[**Inline semantics**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#inline_semantics)

* The names of the sender and receiver (and *Tel* and *Email*) should be marked up with strong importance.
* The four dates in the document should have appropriate elements containing machine-readable dates.
* The first address and first date in the letter should have a class attribute value of *sender-column*. The CSS you'll add later will cause these to be right aligned, as it should be in the case in a classic letter layout.
* Mark up the following five acronyms/abbreviations in the main text of the letter — "PhD," "HTML," "CSS," "BC," and "Esq." — to provide expansions of each one.
* The six sub/superscripts should be marked up appropriately — in the chemical formulae, and the numbers 103 and 104 (they should be 10 to the power of 3 and 4, respectively).
* Try to mark up at least two appropriate words in the text with strong importance/emphasis.
* There are two places where the letter should have a hyperlink. Add appropriate links with titles. For the location that the links point to, you may use http://example.com as the URL.
* Mark up the university motto quote and citation with appropriate elements.

[**The head of the document**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#the_head_of_the_document)

* The character set of the document should be set as utf-8 using the appropriate meta tag.
* The author of the letter should be specified in an appropriate meta tag.
* The provided CSS should be included inside an appropriate tag.

[**Hints and tips**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#hints_and_tips)

* Use the [W3C HTML validator](https://validator.w3.org/) to validate your HTML. Award yourself bonus points if it validates.
* You don't need to know any CSS to do this assignment. You just need to put the provided CSS inside an HTML element.

[**Example**](https://developer.mozilla.org/en-US/docs/Learn/HTML/Introduction_to_HTML/Marking_up_a_letter#example)

The following screenshot shows an example of what the letter might look like after being marked up.

