**English 250 Paper 1: Introductions**

**GRADE/DEADLINE:** This letter to your instructor is ungraded *except* that you automatically receive 10 points for uploading it to Moodle by the end of class today. Late papers will earn fewer points, but you should still turn this in.

**LENGTH:** Though the paper is broken down into 5 paragraphs, each can be short. Spend only 15-20 minutes writing the whole letter, so I don’t expect this to be very long. The letter should be single spaced. See outline below for layout and order.

**CONTENT:** Write an informal letter to introduce yourself to the instructor. The exact content is up to you, but use the prompts listed below for inspiration. Do NOT simply write the answers to the prompts; instead use full sentences.

**Outline for intro letter**

Your first/last name

English 250, Section \_\_\_

Paper 1: intro letter

Today’s date:

Dear Cath,

**Intro:**

* **Paragraph 1=about you:** hometown, family, interests? Thoughts about your first semester at ISU? Tips to help me remember your name/face.

**Body:**

* **Paragragh 2=your major/career goals:** What’s your major and why did you choose it? What do you see yourself doing (for a career) in 5 years? In 20 years?
* **Paragraph 3=yourself as a communicator (esp. writing & speaking)**:
  + **Past** experiences (esp. high school or college classes or clubs, etc.) that were particularly significant, good/bad, helpful/transforming, etc. How can THIS instructor get/avoid the same results as THAT instructor(s)?
  + **Current** strengths, concerns/needs, and/or attitudes about writing and speaking.
  + **Goals:** What do you want to learn/do/be (as a communicator) by end of this course? (Do NOT answer that with a letter grade!)
* **Paragraph 4=course theme:** What are your current opinions/knowledge/questions about our course theme, “Sustainability”?

**Conclusion:**

* **Paragraph 5:** anything else you want to cover? Concluding thoughts.

Sincerely,

FIRST NAME(the name you want me to use in class)