

Marking up a letter

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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.

requisites: Before attempting this assessment you should have already worked through [Getting started with HTML](#), [What's in the head? Metadata in HTML](#), [HTML text fundamentals](#), [Creating hyperlinks](#), and [Advanced text formatting](#).

ective: Test basic and advanced HTML text formatting, use of hyperlinks, and use of HTML `<head>`.

Starting point

To begin, get the [raw text you need to mark up](#) , and the [CSS to style the HTML](#) . Create a new `.html` file using your text editor or use an online tool such as [CodePen](#) , [jsFiddle](#) , or [Glitch](#) to complete the tasks.

Note: If you get stuck, then ask us for help — see the [Assessment or further help](#) section at the bottom of this page.

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

- Use appropriate document structure including doctype, and `<html>`, `<head>` and `<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>` elements. Each line of the address should sit on a new line, but not be in a new paragraph.

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

- 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

- Use the [W3C HTML validator](#) 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

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

Dr. Eleanor Gaye
Awesome Science faculty
University of Awesome
Bobtown, CA 99999,
USA
Tel: 123-456-7890
Email: no_reply@example.com

20 January 2016

Miss Eileen Dover
4321 Cliff Top Edge
Dover, CT9 XXX
UK

Re: Eileen Dover university application

Dear Eileen,

Thank you for your recent application to join us at the University of Awesome's science faculty to study as part of your PhD next year. I will answer your questions one by one, in the following sections.

Starting dates

We are happy to accommodate you starting your study with us at any time, however it would suit us better if you could start at the beginning of a semester; the start dates for each one are as follows:

- First semester: 9 September 2016
- Second semester: 15 January 2017
- Third semester: 2 May 2017

Please let me know if this is ok, and if so which start date you would prefer.

You can find more information about [important university dates](#) on our website.

Subjects of study

At the Awesome Science Faculty, we have a pretty open-minded research facility — as long as the subjects fall somewhere in the realm of science and technology. You seem like an intelligent, dedicated researcher, and just the kind of person we'd like to have on our team. Saying that, of the ideas you submitted we were most intrigued by are as follows, in order of priority:

1. Turning H_2O into wine, and the health benefits of Resveratrol ($\text{C}_{14}\text{H}_{12}\text{O}_3$.)
2. Measuring the effect on performance of funk bassplayers at temperatures exceeding 30°C (86°F), when the audience size exponentially increases (effect of 3×10^3 increasing to 3×10^4 .)
3. HTML and CSS constructs for representing musical scores.

So please can you provide more information on each of these subjects, including how long you'd expect the research to take, required staff and other resources, and anything else you think we'd need to know? Thanks.

Exotic dance moves

Yes, you are right! As part of my post-doctorate work, I *did* study exotic tribal dances. To answer your question, my favourite dances are as follows, with definitions:

Polynesian chicken dance

A little known but *very* influential dance dating back as far as 300BC, a whole village would dance around in a circle like chickens, to encourage their livestock to be "fruitful".

Icelandic brownian shuffle

Before the Icelanders developed fire as a means of getting warm, they used to practice this dance, which involved huddling close together in a circle on the floor, and shuffling their bodies around in imperceptibly tiny, very rapid movements. One of my fellow students used to say that he thought this dance inspired modern styles such as Twerking.

Arctic robot dance

An interesting example of historic misinformation, English explorers in the 1960s believed to have discovered a new dance style characterised by "robotic", stilted movements, being practiced by inhabitants of Northern Alaska and Canada. Later on however it was discovered that they were just moving like this because they were really cold.

For more of my research, see my [exotic dance research page](#).

Yours sincerely,

Dr Eleanor Gaye

University of Awesome motto: "Be awesome to each other." -- *The memoirs of Bill S Preston, Esq*

Assessment or further help

If you would like your work assessed or are stuck and want to ask for help:

1. Put your work into an online shareable editor such as [CodePen](#) , [jsFiddle](#) , or [Glitch](#) .
2. Write a post asking for assessment and/or help at the [MDN Discourse forum Learning category](#) . Your post should include:
 - A descriptive title such as "Assessment wanted for Marking up a letter".
 - Details of what you have already tried and what you would like us to do; for example, tell us if you're stuck and need help or want an assessment.
 - A link to the example you want assessed or need help with, in an online shareable editor (as mentioned in step 1 above). This is a good practice to get into — it's very hard to help someone with a coding problem if you can't see their code.

- A link to the actual task or assessment page, so we can find the question you want help with.

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