WIP #1 Introductory Letter to Mrs. Clay Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English 11 Honors Block \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Using traditional friendly letter format, draft a letter to Mrs. Clay introducing yourself. Use the correct structure with these elements: Date, Greeting, Body, Closing, and Signature. This will be the first piece of writing in your WIP folder. Use the ideas below to help you organize your thoughts into a multi-paragraph letter. I recommend that you prewrite/organize your thoughts before you begin. Feel free to begin in pencil, but know that your edited draft should be written neatly in blue or black ink or typed.
* As a high school English student, you should present your ideas in a mature way. Consider using advanced vocabulary and figurative ideas to showcase your ability.
* Although honesty is very much appreciated, please remember your teacher is your audience. Therefore, your comments should be appropriate and your tone should be respectful. Your purpose is to make a positive first impression.
* Please include a recent photograph of yourself with your letter – either taped to your letter or inserted within your typed response.

**In creating a multi-paragraph letter, incorporate any 3 (or more) of the following sections into your letter.**

* **Biographical Details?**

Ideas: Age, birthday, family, relatives, pets, home, previous homes, neighborhood, schools attended, etc…

* **Likes and Dislikes?**

Ideas: Music? Musicians? Sports? Celebrities? Movies? TV shows? Books? Magazines? Foods? Desserts? Candy? Restaurants?

* **What makes YOU different?**

Ideas: Skills? Interests? Hobbies? Sports? Clubs? Abilities? Achievements? Grades?

Strengths? Weaknesses? Experiences? Troubles? Disabilities? Family traditions?

* **What do you feel strongly about?**

Ideas: Family? Education? Freedom? Equality? Environment? Politics? Religion? Rules/Laws? Common Sense? The Golden Rule? Second Chances? Anything else?

* **What plans do you have for your future?**

College? Military? Work Force? Family? Children? Career? Travel? Experiences?

**Your last paragraph should address this question –**

* **What type of English student are you?**

Ideas - How best do you learn? How smart do you feel in an English classroom? What are your strengths and weaknesses? Do you like to write? What type of writing do you prefer? Describe your experiences with writing in the past few years of school. Do you like to read? What are some names of books that have been your most favorites or least favorites? What is the last book you read? What English goals do you have for this year? How will a good English background help you in life after high school?