

Letter & Email Assignment – ENGLISH 7A

Your mission is to create BOTH a letter and an email that demonstrate your ability to craft a professional piece of writing.

BOTH of these forms of communication require straight-forward thinking and essentially no frills.

Following the tips we've been going over concerning emails (read the articles linked to the website), and the handout on letter format, complete the following:

1. An email to Mrs. C showing you can write an email with some finesse. It can be about writing an email, or even be a legitimate question or request concerning our class.
2. A letter to a college of your choice (use a real address* – look it up online) to do one of the following:
 - Inquire about applying (probably not necessary since most apps are now online)
 - Inquire about admission into a particular club, sport, or activity
 - Inquire about possible scholarship, research, or work opportunities
 - Request more information about the school itself or a particular program at the school or housing or whatever you might want more info about

BOTH of these items should be complete by your class period on Friday.

The email should be an EMAIL to Mrs. C's school email address.

The letter should be typed, printed once, and PHYSICALLY submitted. (Paper copies, I know, weird... That's how letters work). And you will place the letter in an appropriately addressed ENVELOPE when you turn it in. If you need Mrs. C to print the letter, attach it to an email (NOT the same one for the assignment – just title the email – PLEASE PRINT).

*Bring the address WITH you to class. DO NOT count on having time to look it up and compose during "lab" time on Thursday.