

THE REFLECTIVE INTRODUCTORY LETTER (instructions)

English 7A

In one page or so, introduce your portfolio to your audience (in this case it is primarily Mrs. C, but you can go bit broader if you'd like). So start with "Dear Mrs. C," or "Dear Reader,".

You might/should address the following kinds of questions:

- Mention the papers you have included.
- Why/how do they represent your best work?
- A description, with specific examples, of how/why you have revised your work.
- A brief note about what progress you have made as a writer, as well as what you still need to work on.
- How did WRITE CLUB impact your writing?
- Anything else to show how conscious you are of your own writing processes and your development as a writer of academic prose and/or creative ventures.
 - What do you *know* now that you didn't before?
 - What can you *do* now that you couldn't before?
 - Why does any of this matter?

Be confident, but acknowledge the faults you have or writing challenges you face. Honesty is good here, as you're trying to "prove" that you are self-reflective and aware.

Think of the letter as a "formal conversation" – you are speaking to a teacher, not a friend, but it is not a formal "report" either. Give it some *personality*.

Please end the letter with either "Sincerely," or "Best regards," and your name at the bottom.

You don't have to use a strict letter form with address headers and inside address at the top, but make it look neat and professional.

Spend some time on the letter: It's the first piece the reader will see in your portfolio, so it's important.

NAME THIS DOCUMENT "LastnameIntroLetter.docx" (Ex. HernandezIntroLetter.docx)

Before the final submission of each piece, each will need a writerly abstract in miniature. Add it before the start of the piece, and format it as a single-spaced paragraph, in italics. Begin the abstract with *Abstract*:

What the mini-abstract should do:

- Provide a brief (one paragraph is fine, definitely no more than two) intro or overview of which piece the reader will be reading. This is where you can tell which memory book chapter it is, what the original notebook assignment was, etc.
- If there were any particular problems you faced in writing this piece, tell about them and how you worked with/through them.
- Tell why you chose this as a topic to write about – what meaning does it have for you.
- Explain any adaptations you made to the topic to suit your purposes.
- Share any other information about yourself as a writer in connection with the piece in particular that you think is relevant.
- Explain how this piece fits into your portfolio as a whole. What does it show the reader you can do?
- You can indicate in abstracts which piece was your favorite, which one was most challenging, etc.
- PRO-TIP: Use your pre-conference sheets (and process questionnaire) to help you write both abstracts and your letter. You have already done some deep thinking about many of the things you have written and the way in which YOU accomplish writing. You don't have to start from scratch here.

Example:

top of page

Date & Info here – MLA style

Abstract: Something here about the topic of the paper or the twist on the prompt or why you chose it, etc. Then include anything pertinent about the writing OF the paper. Sort of like “behind the paper” – a glimpse at its creation and insights about its development.

If you need two paragraphs that's okay. But don't go much beyond that because the reader wants to get to the paper someday. (You will definitely need MORE THAN ONE sentence if you plan on doing this well.)

Title Will Be Centered Here