

LETTER 1 – RHETORIC & COMPOSITION

- Use an informal letter format to share thoughts with Mrs. C about you as a person, you as a learner, class so far. What are you looking forward to? What are you worried about?
- Make sure it looks like a letter. Start your letter with "Dear Mrs. C," or "Mrs. Connolly," and end your letter with an appropriate closing and your name at the bottom.
- **THESE bullet points aren't an assignment/worksheet to fulfill.** Write the letter you need to write while letting them guide you in an academic and/or personal direction as you need.
- WRITE an honors senior/college freshmen level letter (make yourself proud of this work). What does that mean? Don't slack (and don't make the font big – default 11 is just fine).

Tech Steps:

1. Open your Dropbox – and go to your SUBMISSIONS folder (that way it will only be visible to you & Mrs. C).
2. Choose CREATE & start a new MSWORD document.
3. Write your letter. Make it good. Reread it to be sure it makes sense.
4. Make sure it *looks* like a letter* & that you shift paragraphs where ideas shift.
5. Title the doc YourlastnameLetter1.docx* (not literally – use YOUR last name, e.g. MartinezLetter1.docx). *Note: the file extension .docx will show up automatically – don't add it. Also, don't delete the file extension or your doc won't open.
6. DO NOT share the document. I already have access to your folders so that is an unnecessary step.

*Google informal letter format if you don't know what letters look like.