 Name:

Date: Period:

**A Letter of Introduction**

Today, you will write an introductory letter to me. There are several reasons I am having you write this letter:

* It will allow me to get to know you better.
* I will see how well you follow directions.
* I can get an idea how you write and where you need assistance.
* It will help me decide how I group you and where you sit.

**Directions:**

1. Open Google Drive and create a new Google doc. Name it with the period, your last name and Letter. Ex: 2SmithLetter
2. Using the sample on the back of this assignment sheet as a guide, write an introductory letter of **no less than 3 paragraphs**. Look at the guide to get an idea what should be covered in each paragraph.
3. Each paragraph should have **no less than 7 sentences**.
4. **Save your work in google drive**. When you are completely done and ready to turn it in, share it with “can edit” to [deitner@campbellusd.org](mailto:deitner@campbellusd.org)

**DO NOT WRITE BELOW THIS LINE**

**Assignment Grade:**

Paragraph Scores: \_\_\_\_\_\_\_\_/ 75 points

Proper formatting: \_\_\_\_\_\_\_\_ / 10 points

Following directions: \_\_\_\_\_\_\_\_ / 15 points

**Total Grade** = \_\_\_\_\_\_\_\_ / 100 points

**Letter Grade:**

A B C D F INC

**Comments**

* Fantastic Work!
* Good Effort.
* Messy
* Spelling Issues
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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