

Letter of Introduction
World Literature 2014-2015

1. For this assignment, you will write a letter introducing yourself to me.
 - For your rough draft, your coat of arms is your prewriting.
 - Choose at least 4 boxes to write about.
 - Each box will be 1 paragraph in your letter. You will start with the information in the box, then elaborate on that information through your explanation. Why did you put what you put in that box? Why is that information important? What does this information really say about you?
2. Now look at your rough draft and evaluate it.
 - Have you started with “Dear Ms. Nero”?
 - Have you introduced yourself in your first few lines of your first paragraph?
 - Are there places where it seems like information is missing?
3. Make additions to your draft to make the information more complete.
4. Now write your final draft using the following guidelines:

[Heading]
Heather Wickham
Wickham
10th Grade English
August 5, 2014

Minimum Requirements for Written Work

- I. Handwritten papers
 - a. White loose-leaf paper, college ruled
 - b. No frilly edges or dog-eared pages
 - c. Blue or black ink
 - d. Write on one side of the paper only.
 - e. Begin all pages on the top line.
 - f. Do not write on the bottom line or the space underneath it.
 - g. The ruled, vertical lines on notebook paper mark the left and right margins.
 - h. Indent each new paragraph about an inch.
 - i. Double space on formal compositions.
 - j. Pagination
 1. Use Arabic numerals
 2. No decoration!!
 3. Top right or bottom center
 4. Begin pagination on 2nd page
5. Keep your coat of arms, rough draft (with additions), and final draft together; they will be turned in as a packet.