

For this assignment, you are formatting and writing a business letter. As with our other format assignments, we're mostly focusing on that, and while I won't be grading your grammar, I will give you advice on it and your writing to help get you started on getting even better this semester.

Write a letter to me. Here is my business address:

Kelli Wood
9570 Gateway Blvd. North
El Paso, TX 79924

1. Format your letter as discussed/shown in our readings/videos.
2. In that letter, include the following:
 - Paragraph 1: Begin with a basic introductory paragraph of 1-2 sentences that states the purpose of the letter. (You might want to write this paragraph last.)
 - Paragraph 2: Why are you in college? What is your goal? Describe it as specifically as you can. Do not simply state your major. What do you really want out of college? How do you want it to help you? You may include both professional and personal goals. (4-6 sentences)
 - Paragraph 3: How will you work toward that goal/those goals in a very practical way this semester? More precisely, what specific things do you plan on doing in terms of your in-class engagement, your study and work time, and/or your personal time to help you do that? Give a few examples of some of the very tangible things you will do to help yourself with this. Don't just write what you think I want to hear. Think about what you can do for you and share that with me. (4-6 sentences)
 - Paragraph 4: This should be a 1-2 sentence paragraph with a courtesy closing as discussed in class, our readings, and/or the video.
3. Don't forget to "sign" your letter and visually review it for format.
4. See your schedule for the link to upload your letter
5. Attach the assignment in doc or docx format.
 - If there's anything you need me to know about the assignment before I read it, type those comments in the submission box.
 - If you use Apple Pages or Google Docs, make sure to save and upload your documents in Word format: doc or docx.
 - [Saving as Word Format in Apple Pages.](#)
 - [How to Save a Google Doc file as a Word Doc](#)
 - Don't forget your Grammarly Report (review the [video](#) on how to get that here), and, if you went, include your Writing Center documentation.

General Tips

- You don't have to be picky about font as long as it's a standard one like Times New Roman, Calibri, or Arial.
- If you use a template, you still need to check all the aspects of format—many templates have errors. (The one for Word has a couple of errors!)

Grading

This is graded based on these considerations:

- Margins
- Font
- Headings: Sender and Recipient
- Line Spacing
- Paragraph Spacing
- Completing the writing assignment fully and thoughtfully

Check your schedule for the due date and link to turn this in!