
INTRODUCTION AND GOAL-SETTING LETTER

DUE BY 11PM ON SEPTEMBER 8TH
WORTH 10% OF TOTAL CLASS GRADE
APPROX. 500-750 WORDS

ASSIGNMENT

I've written a letter to the class to introduce myself and let you know my goals for this class. Please write me back with a letter that introduces yourself and sets your own goals for this class and this semester. This letter would also be a great place to let me know what name you prefer and what pronouns you use.

MAKE SURE YOUR LETTER INCLUDES THE FOLLOWING:

- A discussion of which habits of mind are most important to you and which you want to focus on this semester
- Specific goals you want to set for yourself
- Specific details about you and your education experience to help readers understand why you are setting your goals
- Sentences written in a style that will appeal to readers
- Paragraphs that are divided in a way that leads the reader through your ideas
- Clear topic sentences for each paragraph
- Transition sentences to link paragraphs

AUDIENCE AND PURPOSE

As your teacher, I am one of the first audiences for this letter, but there will be additional readers as well. You will go back to this letter at the end of the semester to help you reflect on where you started and the work you've accomplished. Your peers will read this letter during class exercises, and when you publish the letter to your website, you'll have the chance to reach a wider audience of UA students at the end of semester showcase event.

Think about this letter as a chance to start a conversation about writing with me, yourself, and your peers; and as a place to set goals for this semester.

FORMAT:

Follow MLA format – paper should be typed, double-spaced, 12-pt Times New Roman font or other similar font, standard 1” margins. You should include in-text citations and a works cited page if you find the need to reference any outside ideas or language.

Please submit through Blackboard by the due date. Paper or emailed copies will not be accepted without prior approval from your instructor.
