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## ENG 306: Introductory Letter Assignment

### Writing Requirements:

- Letter Format: Follow the Full-Block Style (Figure 8-10) or Modified-Block Style (Figure 8-11) on pp. 301-302
- 12 point, Arial font
- 1 single-spaced page (approx. 300 words)

### Due Dates & Submission Requirements:

- Peer review: ~~02/10/2017~~
- Final draft: ~~02/10/2017~~

### Assignment Prompt:

Using the information described in *WW* Chapter 8, write a business letter introducing yourself to me. Because this letter will be my first formal impression of you and your writing, you should prepare it with care. Make the information as accessible as possible, perhaps using headings and/or lists.

Your letter should cover at least the following:

- Basic information, including name and what you prefer to be called, email address, and phone number (this information might come in handy once we begin group work, in particular)
- Semester schedule showing days and times available for group work outside of class
- Major, area(s) of specialization, career interests and goals
- Major writing experiences at school, on the job, or in other areas (feel free to describe specific projects)
- Expectations of this course

### Additional Help

You have a couple of resources if you would like additional help:

1. Reread *Writing that Works*, pp. 300-308 ("Designing Letters") & pp. 101-110 ("Coherence"; "Emphasis").
2. Contact me via phone, email, or make an appointment to meet with me.



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