

INSTRUCTIONS FOR LETTER TO MR. HEIN

---SEE PAGE 2 FOR SAMPLE FORMAT---

PREWRITING: Using a web or list (typed or hand written), brainstorm your ideas about: 1. What do you like most and least about Euclid? 2. What questions or concerns do you have as a new 6th grader at Euclid? 3. What are your goals for yourself between now and the end of your 8th grade year? How do you plan to achieve them? (at least 5 items for each)

OPEN MICROSOFT WORD: Make sure you set your font to 12 pt. Times New Roman. Follow the format on page 2 EXACTLY. You will not need to adjust your margins. The address at the top of the page is NOT in the header, just at the top of the page.

PROOFREAD: Carefully proofread your work BEFORE you turn it in to the drop box!



Your First And Last Name
555 York Street
Littleton, CO 80122

August 28, 2007

Mr. Hein
Euclid Middle School
777 West Euclid Avenue
Littleton, CO 80122

Dear Mr. Hein:

This is where you put your introductory paragraph. Introduce yourself by telling Mr. Hein your name, what sports or activities you plan to participate in at Euclid, and/or a few things about yourself. This will help Mr. Hein remember who you are.

This is where you tell Mr. Hein what you like the most and the least about Euclid. You will need to have at least four sentences in this paragraph. You can mention several things, or pick two things and expand on why you feel that way. Be sure to use complete sentences and check your spelling and grammar. If your letter has too many errors you may have to redo it.

This is where you will put at least four sentences about any questions or concerns you have as a new 6th grader at Euclid. This is a great opportunity to share your thoughts with Mr. Hein about your experiences in your first several days at Euclid. Topics may include: meeting new friends, trying to open your locker for the first time, finding your classes, etc.

This is your last paragraph. It should be at least four sentences about your goals and how you plan to achieve them. At least one of your goals should be an academic goal. You may also want to include personal goals and goals related to sports or other school activities. Suggestions: You want to make the honor roll each year, make the A team in basketball, or make the jazz band.

Sincerely,

John Q. Student