

Diagnostic Writing Assignment

Letter of Introduction

As you begin your seventh grade year, think back on your years in elementary school. Think about the teachers you had, the schools you attended, what goals you made for yourself, the friends you made, the books you read, the information you learned, the field trips you took, what you enjoyed, and anything you considered fun and/or memorable.

Using the letter format with your name, period, and date in the upper right hand corner, skip a line to **begin with a greeting**, skip a line and **write the letter** of introduction (indenting for each new paragraph), and skip 3 lines to write an **ending salutation in line with your name date and period**. Your letter needs to address the following items:

1) **Introduce yourself to me by telling me about you and your family.** 2) **Tell me about your educational goals/expectations for your seventh grade year—**(please be specific and explain why).

Your letter will be evaluated by the following checklist to determine your current writing ability. Each line constitutes a point making the evaluation based on a 10 point scale.

Completion of the assignment is worth 20 points and is due the day after it was assigned. If LATE, it will be evaluated; however, it will receive only Half-Credit.

- _____ Fewer than two spelling errors
- _____ Fewer than two capitalization errors
- _____ Fewer than two punctuation errors
- _____ Writing shows variation in sentence structure and word choice
- _____ Fewer than two word choice/verb agreement errors
- _____ Greeting, salutation, and closing are used correctly
- _____ Writing has at least one concrete support/example for each point in the letter
- _____ There are correct indentations of paragraphs and heading
- _____ Writing is clear, well focused, and all parts are connected to one another
- _____ Followed directions, is stapled correctly (letter on top of this sheet), and is neat



Key:

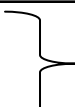

8-10 points equals **Proficient**

6-7 points equals **Adequate**

0-5 points equals **Needs Improvement**



Friendly Letter Format

First & Last Names (Line 1) 1 Period of English (Line 2) Date (Month Day, Year) 2	 <b style="color: red;">Your Headings will always be on the left hand side
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> Dear Name of Recipient, 3 Body Paragraph 1 Body Paragraph 2 Body Paragraph 3 Body Paragraph 4 </div> <div style="width: 60%; border-left: 1px solid black; padding-left: 10px;">  <b style="color: red;">4 (you don't have to have four paragraphs) </div> </div>	
Closing (Sincerely...), 5 Signature 6 <b style="color: red;">Printed First and Last names	
P.S. 7 (You do not need a PS—this is optional if you have more to say)	

In the friendly letter format, your closing, printed name, and signature are all centered on the page (make sure that the closing and signature are lined up). The first line of each paragraph is indented.

- 1. Insert the period you have your English Class where it would normally be Your Address:** (Not needed if the letter is printed on paper with a letterhead already on it.): All that is needed is your street address on the first line and the city, state and zip on the second line.
- 2. Date:** Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2014. Skip a line between the date and the salutation.
- 3. Salutation:** Usually starts out with Dear so and so, or Hi so and so. Note: There is a comma after the end of the salutation (you would use a colon if it was a business letter).
- 4. Body:** The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.
- 5. Closing:** Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized.
- 6. Signature:** Your signature will go in this section, usually signed in black or blue ink with a pen. Skip a line after your signature, and print your first and last names. Skip a line if you do a PS!
- 7. P.S.:** If you want to add anything additional to the letter you write a P.S. (post script) and the message after that. You can also add a P.P.S after that and a P.P.P.S. after that and so on.

Note: There is an example letter on my class webpage for you to look at and follow.