

Letter from Last Year's English Teacher

Purpose: This assignment evaluates your ability to

1. establish a clear point of view in your writing
2. use examples and anecdotes within your writing
3. write with a specific purpose and within a specific format (business letter)

What would your English teacher from last year say about you? I want you to tell me about yourself from that teacher's point of view.

Tell me:

- your work habits.
- specific qualities/personality traits (Were you always happy? Did you like to sleep in class?).
- what you were good at.
- what you struggled with.
- your likes and dislikes relevant to English class (What kinds of books did you like to read? Did you write poetry?).
- an assignment you completed and were proud of
- your likes and dislikes NOT relevant to English class.
- anything else you want me to know about you
- Include any funny or interesting stories/anecdotes about you in class.

Remember, you are writing this letter about you from your teacher's point of view. The "I" in the letter will be the teacher and you will be referring to yourself as "he" or "she." Write like you think your teacher would. Use words and phrases that he/she would. Get into character!

This is your chance to brag about yourself and let me know about you in English class and in general. I want you to be honest. If you were never awake in English class last year, or if you were always late, tell me. I will not hold it against you.

Format:

- Your letter should be at least one page in length.
- Your letter may be written in ink or typed (single spaced)
- Your letter should follow the business letter format provided for you.

Rubric
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4=A

3=B

2=C

1=D

0= did not complete assignment (F)

Letter follows the business letter format

- 4 All formatting and punctuation is correct
- 3 One or two elements of formatting are incorrect or missing
- 2 Three or more elements of formatting are incorrect or missing
- 1 Letter is not formatted

Letter is written from the point of view of your English teacher from last year.

- 4 What is revealed are things that the teacher would know or at least believe about the student. Events are clearly described from the teacher's point of view – how a teacher/adult would see it. The word choice, tone, and sentence structure of the piece is clearly that of an adult/teacher. You really hear the voice of a teacher when you read this.
- 3 The point of view is mostly consistent. Some errors in tone, word choice or sentence structure may exist, or there may be other minor lapses.
- 2 The point of view is inconsistent.
- 1 Letter is not written from the point of view of the teacher.

Letter gives a clear picture of the kind of student you were (according to this one teacher of course) through the use of examples and anecdotes.

- 4 A complete picture is drawn of you. The writing displays honesty and accuracy. Anecdotes are used to help bring you to life.
- 3 There is a good deal of information although it may not seem complete or perhaps is a bit dry (you don't seem real yet).
- 2 There is some information provided. Some things are revealed but it is somewhat limited. You seem one dimensional.
- 1 The letter does not provide a substantial amount of information about you.