**\*\*\* Please use the following format to help you write your letter today! I have rewritten the instructions in the format that you can use to shape your letter to me. Your letter will have an introduction (Dear), three body paragraphs, and a closing (Sincerely). Because this is a letter of introduction, please do your best to write clearly, check dictionaries for any spelling concerns, and think about how your words can create a good impression.**

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Dear New Seventh Graders,

Today you will be writing a letter of introduction and intent to me, your teacher, Miss Lehman. In the first paragraph I would like you to introduce yourself to me. You can do this by answering the following questions in the first paragraph of your letter. What would you like for me to know about you as a student and a person? You might include your reading and social media habits, your favorite things and any interests, hobbies, or sports that might help me get to know what’s important to you. Please notice that I indented at the beginning of this paragraph.

In the second paragraph of your letter you will set goals for Seventh Grade. Please try to think of goals that will challenge you in Communication Arts this year. You may also include overall goals for the year. Explain why you have chosen each goal to work towards and why it is important to you. This is an important section of your letter. Think about what kind of goals will help you the most. Perhaps you have trouble focusing in class and would like to work on that. Choose goals that will strengthen your weaker areas.

Now that you have set goals for Communication Arts and Seventh Grade, please write to me about what you can do to work towards them. How will you reach these Seventh Grade goals? What will you do for yourself? What might you need from me to be successful? This is a chance to let me know how I can best help and teach you individually. If you know that in the past something that a teacher has done helped you, then please include this tip in this paragraph.

Sincerely,

Miss Lehman