

Honors Microbiology with Ms White

Summer assignment #1: Letter of Introduction

Welcome to Honors Microbiology!

We are going to spend a lot of time together this fall so to get started on our work together, I would like to get to know a bit about you and why you are taking this class. We will also use email to communicate, so this will be a nice introduction to sending email to me. This means that when you have a question about something next year, you will hopefully feel comfortable sending me a quick email to clear things up.

This summer assignment is to successfully send me an email with the following information included:

Due date: June 25th, 2018

Please use these guidelines and prompts in your response:

- a. Write your letter in Microsoft word or as a Google document. Use clearly written **full** sentences. Do not abbreviate words like you are texting or chatting. **Use spell check**. You are practicing in high school for your future in college. Professors will expect you to communicate clearly and professionally.
- b. **Address it to me as an attachment or share it with me on Google docs:**
kris.white@orecity.k12.or.us
- c. Make the subject “Honors Microbiology: Introduction to <Insert your name here>”
(do not include the quote marks or the brackets, just the words)
- d. Begin the email with a **formal salutation** like “Dear Ms. White,” or “Hi Ms. White,”
- e. Now, introduce yourself and tell me a bit about yourself following these guidelines. Feel free to add additional information as desired:
 - What do you like to do with your free time?
 - Do you have a job? Do you volunteer? If yes, do you work/volunteer during school, summer, nights, or weekends? What type of work do you do? What do you enjoy most in your job? What parts of your job are more challenging or frustrating?
 - Tell me about your family (parents, guardians, siblings, pets). What do other people in your family do (work, school, take care of family)?
 - What are some of the most interesting things you have learned so far in science? What classes, teachers or topics have had the greatest impact on you and your desire to continue studying science?
 - What is your interest in taking Honors Microbiology? Why did you register for the class? What do you hope to gain from taking this class? What are you most looking forward to? What are you most anxious about?
- f. End the email with a **formal closing** like “Sincerely”, “Regards”, etc. and add your name as if you signed a letter.