

Letter of Introduction



Welcome to Honors Geology!

I know that many of you have taken at least an AP or honors class at this point in your high school career (and if you haven't, welcome!), but you've never taken Honors Geology. We are going to spend a lot of time together next school year, 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 use email to communicate often, so this will serve as an introduction to sending email to me. This means that when you have a question about something during the course, you will hopefully feel comfortable sending me a quick email to clear things up.

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

Due date: Monday, June 25, 2018

Please use these guidelines and prompts in your response:

- Use clearly written **full** sentences. Do not abbreviate words like you would when texting or tweeting. Please **use spell check**. I look at high school as practice for college. Professors there will expect you to communicate clearly and professionally.
- Address it to me: **Chris.Hedeem @orecity.k12.or.us**
- Make the subject Honors Geology: Introduction to <Insert your name here>” (do not include the quote marks or the brackets, just the words)
- Begin the email with a **formal salutation** like “Mr. Hedeem,” or “Hi Mr. Hedeem,”
- Then, introduce yourself and tell me a bit about yourself following these guidelines. Feel free to add additional information as desired. I'm always looking for good laugh so humor won't hurt. Most importantly, be honest:
 - What do you like to do with your free time? What are your interests? What do you wish you had time to do?
 - Do you have a job? Do you volunteer? If yes, do you work/volunteer during school, summer, nights, 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 Geology? 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? **(This is important. Be honest here, please.)**
- End the email with a **formal closing** like “Sincerely”, “Regards”, etc. and add your name as if you signed a letter.