

LETTER OF INTRODUCTION ASSIGNMENT

Using Google Docs as a delivery system, write a personal letter of introduction and share it with Mr. McCarthy at mc-carthy.j@monet.k12.ca.us. Don't email the letter: Use Google Docs. I will demonstrate how to use Google Docs for this assignment on Tuesday or Wednesday.

With your letter of introduction, follow the format in my example below and please include the following: 1. Introduce yourself. Who are you? What makes you like other teens? What makes you unique from other teens? 2. Tell me about your family: what makes them like other families, what makes them different? 3. Tell me about one experience you valued this summer. 4. Do you have a medical condition that I should know about? If so, describe it. 5. Tell me what you love (more on the subject of love on Tuesday). **Lastly title your Google Doc as follows: [Class Period] First Lastname_Intro Letter. Example: [1] Jim McCarthy_Intro Letter**

DEADLINE: Share your Letter of Introduction as a Google Doc by Friday, Aug 16 @ 11:59pm

Use this salutation. Substitute my name as the addressee.

Dear Students,

Notice that, in introducing myself, I note similarities and point to unique things about me. You do this.

My name is Jim McCarthy and I am pleased to introduce myself to you. Today, I begin my twenty-first year of teaching. I began as an English teacher and journalism, over the course of my career, I have evolved to become a digital media teacher. I teach electives; that makes me unique here, where few instructors teach only electives and I am the only one teaching in the digital arts. I am also the adviser of JNN, the Gregori High School Broadcast Program. The one constant in my career has been my dedication to teaching high school journalism.

Notice that, in discussing my family, I note similarities with other families and point to unique things about mine. You do this.

My immediate family consists of three persons: myself, my wife Tamra, and my son Iain. Tamra teaches English and yearbook at Enochs High and Iain is entering Enochs as a freshman this year. My family is like others because we are each independent people, but we come together regularly throughout the day to share, eat, and support one another with love. We are a unique family is several ways: we tend to travel together a lot, whether it be internationally, domestically, or locally. Iain is a competitive swimmer and we drive to Merced almost daily to deliver him to swim practice.

Here, I discuss one moment from my summer that I valued. Notice that I provide details for the reader. You do this.

One of my favorite experiences from the summer occurred when I traveled alone to New Orleans to present several sessions on teaching video reporting to new and developing journalism teachers. On the third day of a five day trip, a tropical storm hit New Orleans and flooded the streets. Along with an adviser from Jacksonville, Florida, I walked through the flooded streets to speak with locals about the flooding and how they were coping. While it may sound strange to admit *I really liked the tropical storm and flooding*, it was the most exciting day in a very busy summer of activities and travel.

Here, I address medical conditions. You do this as well.

I do not have a medical condition that will affect my performance in this class or that you otherwise need to know about.

My last big paragraph begins with the indication that I'm finishing up: "In closing." Use this phrasing to begin talking about something you love.

In closing, I want to share with you one thing I've come to love over the past few years: audio podcasting. This is what I listen to when I drive. I am a big fan of shows like *This American Life* and *Radio Lab*. I'll admit that listening to stories and learning about new and unusual things takes precedence over listening to music in the car. Unless I am with Iain. We listen to music together.

Notice how I thank my reader. This form of polite writing is useful. You do it too.

Thank you for taking the time to read my letter of introduction. I look forward to working with you in this class this year.

Use the word "Sincerely" before you sign off with your name.

Sincerely,

Jim McCarthy