

## **ASSIGNMENT: Email to Mrs. LaFlamme**

Your first homework assignment in English 1 is to send an email to Mrs. LaFlamme. Communication is critical to your success over the course of your freshman year. If you need help, have a question, or need to ask for an extension, email will provide a useful way for you to contact Mrs. LaFlamme outside of class. This may seem simple, but remember that you are emailing your TEACHER. As such, your format needs to be appropriate and your language needs to be academic. Please include the following information:

- Salutation (Dear Mrs. LaFlamme,)
- Introduce yourself (I am \_\_\_\_\_ in your \_\_\_\_\_ period English 1 class.)
- Tell me what you are looking forward to this year.
- Tell me what you are worried about this year.
- Signature (Sincerely, *your name*)

REMEMBER to check spelling, capitalization, and punctuation. Be sure to avoid ALL FATAL ERRORS!

This assignment will be graded as a "habit of work" grade (10 points). Emails should be directed to [jlafamme@thompsonk12.org](mailto:jlafamme@thompsonk12.org) and MUST be received by\_\_\_\_\_.

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