TASK: By Wednesday at 11:59pm please WRITE a professional and detailed business letter that outlines your goals, personal learning styles, expectations for your teacher and more. Be professional and detailed to earn full credit. Although the task is completion based this serves as a pre-test of your writing ability.
Template below:

SALUTATION

Dear _____,

INTRODUCTION

Thesis or introductory sentence
Why are you writing the letter and background about YOU.
What do you wish your teacher knew about you?
Likes? Dislikes? Hobbies?

EVIDENCE/CLAIMS

Includes an explanation of where you are and where you want to be
Background in large animal science
Why you took the class
What you want to gain from the class
Course goals? Life goals?

Each will be supported with detail and evidence to fully explain yourself

CONCLUSION

How you will meet your goals
What you need from your teachers and peers to be successful
Your learning styles and what works best for you
Closing statement

Sincerely,

Sign Your Name

Print Your Name