

First and Last Name  
ENG 100  
Formal Assignment #3: Reflective Letter, Draft # \_  
Due Date: 11.28.19

### ***Formal Assignment #3: Reflective Letter***

**Prompt:** Please write a 500-word reflective letter about your learning experiences in our English 050 course.

**Rhetorical Purpose:** Inform.

**Rhetorical Mode:** Exposition.

**Genre:** Reflective letter.

**Audience:** Your instructor (me).

**Style:** Feel free to use an informal diction and tone to communicate your ideas to me.

**Focus:** Please discuss your processes for composing the memoir and op-ed. In addition, explore other specific readings/films, specific conversations, and/or specific processes that helped you learn and grow in our course. Remember, a useful reflection explains the hows and whys of your learning and includes references to past and future writing situations.

**Process:** To begin, review this video on [reflective writing](#) and read reflective letters authored by previous students. Next, *Think On Paper* about your learning experiences in this class: freewrite, list, cluster, discuss, and to generate ideas for your own letter. Then, consider answering these questions in your own reflection:

- What were my previous experiences with writing within a portfolio-based course?
- What were my previous experiences with writing a memoir? How was this experience similar/different?
- What were my previous experiences with writing an op-ed? How was this experience similar/different?
- Which parts of my writing process worked/didn't work for me in this course?
- Which parts of my writing process will I transfer (use) in future writing situations?
- How did I feel when I composed my formal assignments in this course?
- How did I feel (consider emotions) when I started/completed this course?

**Product:** A reflective letter should be around 500 words and formatted as follows: one-inch margins, 12-point font, and double-spaced. Please include a greeting (Dear Sabatino), a multi-paragraph body, and closing (Sincerely, Jane). We will use these criteria to evaluate how your reflective letter:

- \_\_\_\_\_ describes your processes for composing the memoir and op-ed;
- \_\_\_\_\_ explores how your past writing experiences differ/compare to writing experiences in this course;
- \_\_\_\_\_ discusses how genres of memoir and op-ed impacted writing choices;
- \_\_\_\_\_ predicts how your writing processes and genre awareness can be used in future writing situations;
- \_\_\_\_\_ uses language that is appropriate and compelling for your audience (tone, style, diction);
- \_\_\_\_\_ shows signs of careful proofreading, with minimal grammatical or spelling errors;
- \_\_\_\_\_ reaches 500 words.

