

First and Last Name
ENG 100
Formal Assignment #3: Reflective Letter, Draft # _
Due Date: 6.20.19

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 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 MLA research paper;
- _____ 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.

