

Northwood AVID 9 Summer Assignment

Hello future AVID student!

You have committed to the AVID program and we are glad to have you! Since you will be spending the year living the AVID philosophy, I thought it would be a good idea for you to learn a bit about what AVID is all about. Over the summer, I want you to read the first chapter of the book *Wall of Fame* (you can pick up your copy at Northwood). When you have finished, I would like you to write me a letter. In the letter I want you to do the following:

1. Introduce yourself. Tell me a bit about yourself.
2. Explain what you learned from your reading about the AVID program.
3. Tell me what you hope to gain from being in the AVID program.
4. Tell me what your academic goals for the year are.

Your letter needs to be typed in a block business letter format (see the attached example). This will be your first assignment for AVID. Complete this assignment and have it ready to turn in on the first day of school. Please make sure you start the year off right!

Have a great summer!

Steve Karig

AVID 9 Elective Teacher
AVID Science Teacher
Northwood High School

Business Letter Format

1401 Fremont Avenue
South Pasadena, CA 91030
September 4, 2006

Return address. Do not include
your name; include today's date.

4 white spaces

Mr. Christopher Student
1234 Sunnyside Avenue
Happyville, CA 91030

Inside address. Use a two-
letter abbreviation for the state.

1 white space

Dear Mr. Student:

Salutation, followed by a colon.

1 white space

This style handbook has been designed to provide a guide to basic research and formatting techniques. Not all of your questions will be answered, but there are many online and library resources available to assist you. No matter what, do not forget your most valuable resources: your teachers and librarians!

1 white space between paragraphs

This is an example of a block format for a typical business letter. Please note the following items:

- Type the letter in 12 point Times New Roman font.
- Omit the return address if you are writing on letterhead.
- Use four white spaces between the date and the inside address.
- One white space goes above and below the salutation.
- Do not indent paragraphs; place a white space above and below each paragraph.
- Leave 3 or 4 white spaces below the complimentary close for your signature.

Salutations can be confusing. In sending a letter to Pat Smith, it might be impossible to know if you are writing Patrick or Patricia. In that case, you could write "Dear Sir or Madam". You could also address the letter as "Dear Pat Smith".

Sincerely yours,

Complimentary close.

3 or 4 white spaces (room for your signature)

Ann Dallavalle
Library Media Teacher Specialist

Include your position title if
you have one.