**Letter Planning and Organization Worksheet** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**HEALTH & HUMAN SERVICES 12**  Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of assignment:** To demonstrate your ability to organize ideas, plan and create a writing piece and to share a bit of information about yourself. THESE LETTERS WILL ONLY BE READ BY ME.

**Instructions**: Below you will find boxes representing the paragraphs for a letter. For this exercise, your letter will have five (5) paragraphs. *Read through the list of topic items you are to include in your letter and decide where they would best fit by writing the corresponding letter in the appropriate paragraph box. "L" has been done for you as an example.*

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| **Paragraph One: The introduction**  Topic(s) to be included in this paragraph: **L**, |
| **Paragraph Two: Skills**  Topic(s) to be included in this paragraph: |
| **Paragraph Three: Struggles**  Topic(s) to be included in this paragraph: |
| **Paragraph Four: Health Human Services 12**  Topic(s) to be included in this paragraph: |
| **Paragraph Five: Conclusion**  Topic(s) to be included in this paragraph: |

**Topics to discuss in your letter:**

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| --- | --- | --- |
| **A)** What skills do you think HHS 12 should provide you with? | **B)** Have you committed to trying your very best in past courses? Explain. | **C)** Tell me something interesting about yourself or something I wouldn’t know just by looking at you. |
| **D)** What final thoughts would you like to leave me with? | **E)** In your opinion, what kinds of traits/actions make a good teacher? | **f)** Based on some of the things you have struggled with in school, what are some practical solutions you can apply to help yourself? |
| **G)** Tell me something about yourself you’d like me to know or think I should know. | **H)** What are your academic goals for HHS 12 and how do you plan to go about achieving them? | **I)** What have you learned from past school or general life experiences that that could help you this semester? |
| **J)** Which way do you learn best? (are you an audio learner, hands-on learner, visual learner, or a combination?) | **K)** What are your organizational skills like? What can you do to help keep yourself organized in HHS 12? | **L)** Tell me about yourself. |
| **M)** What can you do to help make this a good semester in HHS 12? | **N** What would you like to learn about in HHS 12? |  |

**Use the outline you created above to write your letter.**