

For this letter you may not give any help. Your letter will be general and must contain the following elements:

- Answer any (appropriate) questions posed in a letter to you, if applicable.
- Your letter should be grammatically correct, have no run on or sentence fragments, and use age appropriate language.
- Your letter should include a sentence something like this (stay neutral, don't write "great job" or anything)

“Thanks for working on this problem. I can't help with written comments, but I have highlighted words on the scoring guide to show you what I am seeing in your work. Please read the scoring guide to see what you can do to improve your score!”

- Include some more personal-type things - some examples are: tell them something fun about yourself, tell them you are planning fun activities for when you meet them in December, ask them some questions to keep the conversation going.
- Tell them you are looking forward to seeing their revision of this problem (or something like that).

Note: I will not review these letters until AFTER you send them unless you specifically ask me. It is your responsibility to make sure your letters AND your WOU partners' letters satisfy the above criteria. If they do not, you will both be marked down.