

## College Unit Packet Requirements

### English IV

Due Date	Assignment
<b>9/8/2009</b>	<p><b>A business letter (50% of one test grade)</b></p> <ol style="list-style-type: none"> <li>1. Address the letter to the teacher of your choice requesting a letter of recommendation for college admission.</li> <li>2. Follow the format on the attached handout using full block style.</li> <li>3. Mention what you would like the teacher to stress about you as a student. Give specific information about you as a student in that teacher's class. <u>Please phrase this as a request not an order.</u></li> </ol> <p>**You will not give this letter to the teacher <b>UNTIL</b> you need the letter of recommendation. So, if you do not need the letter of recommendation until the Spring semester, do not give it to the teacher until the Spring semester. ☺</p>
<b>9/8/2009</b>	<p><b>An Updated Resume (50% of one test grade)</b></p> <ol style="list-style-type: none"> <li>1. Collect information on the Resume Information Worksheet</li> <li>2. Follow the example given- we will spend ONE class period in the computer lab typing your resumes. If you need more time, you will need to finish it at home.</li> <li>3. A one page resume looks more professional. Employers don't like having to flip pages on a three page resume.</li> </ol>
<b>9/8/2009</b>	<p><b>College Essay INTRODUCED</b></p> <ul style="list-style-type: none"> <li>• <b>Topic A:</b></li> <li>• Write an essay in which you tell us about someone who has made an impact on your life and explain how and why this person is important to you.</li> <li>• <b>Topic B:</b></li> <li>• Choose an issue of importance to you—the issue could be personal, school-related, local, political, or international in scope—and write an essay in which you explain the significance of that issue to yourself, your family, your community, or your generation.</li> <li>• <b>Topic C:</b></li> <li>• There may be personal information that you want considered as part of your admissions application. Write an essay describing that information. You might include exceptional hardships, challenges, or opportunities that have shaped or impacted your abilities or academic credentials, personal responsibilities, exceptional achievements or talents, educational goals, or ways in which you might contribute to an institution committed to creating a diverse learning environment.</li> </ul>
<b>9/11/2009</b>	<b>College Essay rough draft due for Peer Editing (Quiz Grade)</b>
<b>9/17/2009</b>	<b>Final Copy of College Essay due for ONE test grade</b>

**Please note:** We will write the rough drafts of the business letter and resume in class but will go to the computer lab to type the final copies on September 2-4. The final copy of the business letter and resume will be due on September 8, 2009 for one test grade.

You will complete the College Essay rough draft in class but will go to the computer lab on September 14-16 to type the final copy, **submit the essay to turnitin.com** and look at the college application at [www.applytexas.org](http://www.applytexas.org).