

**AP Summer Assignment #1**  
**Letter of Introduction**  
**Kemp**  
**AP Biology 2021-2021**

**DUE:** Wednesday July 14th by midnight

**ASSIGNMENT:** Productive and proper communication is essential to clearly conveying information and directions in both the science classroom and lab. Good communication can lead to understanding information, facilitating coordination and increasing efficiency, success, and positive outcomes. Poor communication skills can lead to misunderstandings, conflict, missed opportunities, and lack of success.

For this assignment you will compose an email to me using the following communication skills:

- Write in full sentences
- Do not use any abbreviations, “texting” style wording, lingo or Emojis
- Use appropriate vocabulary
- Proofread your work to make sure you have answered all questions, fixed spelling errors and have checked your grammar.

*\*Side note and some advice: Your AP Summer Assignment #3 (titled INQUISITION) is very intense, requiring a great deal of reading and writing My advice is that you may want to look ahead to summer assignment #3 and begin chipping away at that assignment, even when working to complete AP BIO assignment #1.*

*Mrs. Kemp*

**DIRECTIONS:**

- Send your Letter of Introduction to [mkemp@charterarts.org](mailto:mkemp@charterarts.org)
- Make the subject title; AP BIO Introduction to <insert your first and last name>
- Begin the email with a formal salutation such as Mrs. Kemp, or Dear Mrs. Kemp, or Hello Mrs. Kemp,
- Then introduce yourself by including the following information
  - Your full name
  - What is your artistic major at school?
  - What do you like to do outside of school (do you have any hobbies or other interests)?
  - Do you have a job? If so, where do you work and how much do you work during the school year?
  - Share one other piece of information you think is important or interesting to share about yourself or your family. For example, have you travelled somewhere exoctic, accomplished an unusual feat, do you have a large extended family or a small close knit one, or do you have any pets to share about?
  - Why are you taking AP Biology and what do you hope to gain from this course?
  - What are your plans for post-high school? Have you decided on what colleges or universities you are considering applying to and what do you think your major will be?
- End the email with a formal closing such as “Sincerely”, “Your Truly”, or “Cordially”. Skip one line-space and type your full name with your title/school and contact underneath. Your title is AP Biology Student  
Example:       Sincerely,

Mrs. Kemp  
AP Biology Instructor  
Lehigh Valley Charter High School for the Arts  
[mkemp@charterarts.org](mailto:mkemp@charterarts.org)

