# Introductory Letter 介绍信

In this project you will write a letter to introduce yourself to the teacher. A proper letter will include a heading with the address of the intended recipient. Please see "**The Standard Letter Example**" on the next page for reference. The address is included at the top of a standard letter so when you place your letter in an envelope the address will appear in the envelope's plastic window.

在此项目中，你将写一封信向老师作自我介绍。正式介绍信包括标题，标题上注明收件人的地址。请参阅下页的"标准信函示例"以供参考。收件人地址在信函的顶部，当把信函放入信封时，地址将显示在信封的塑料窗口中。

Take a look at the image below. Notice how a standard A4 letter will get folded 2 times and then place into the envelope. Think about what other information is required if we are going to mail a letter. Where do the return address and stamp go? Why do you think we need to include a return address and stamp when we mail a letter?

请看下图。注意，一封标准的A4纸信件将折叠两次，然后放入信封中。如果我们要寄信，还需要哪些其他信息。寄件人地址和邮票放在哪里？为什么需要回信地址和邮票呢？
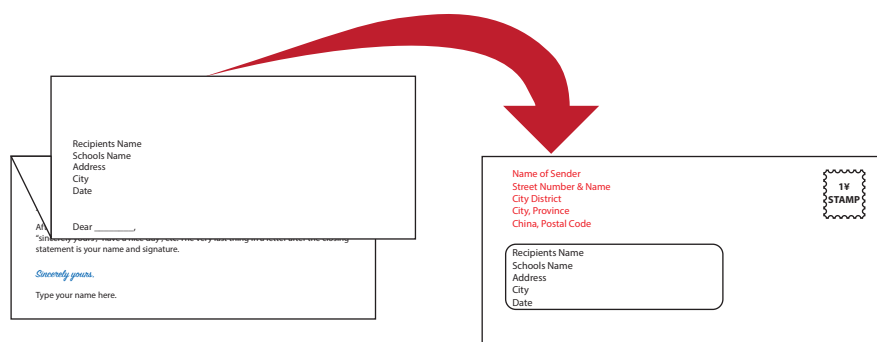
  When mailing a traditional letter it will be very important to format it properly. Now think about how important it will be to format an application letter for a University that you want to apply for. What do you think will happen if you do not format your application letter correctly? What other reasons can you think of which might require you to write a formal letter?

当邮寄一封传统纸质信件时，正确的格式是非常重要的。如果你想申请的大学申请信格式不正确，会怎样呢？还有那些其他场合需要写一封正式的信？

  Since we will not be mailing this self introduction we will not need to include the address of the recipient at the top of the letter. Instead of mailing your self introduction to the teacher you will post it to the EDMODO assignment submission page.

由于我们不会邮寄这封自我介绍信，因此不需要在信的顶部注明收件人的地址。不要将自我介绍邮寄给老师，而是将其张贴到EDMODO作业提交页面。

NOTE: keep in mind that a formal letter, email, or digital post will have many similarities, but remember that there are several differences as well.

注意：一封正式的信件、电子邮件或数字邮件会有许多相似之处，但也有不同之处。

Instructions: Review the **"The Standard Letter Example"** on the next page for specific details about what should be included in your letter. Since you will be submitting a digital post online there are two things we do not need to include: the first is the address at the start of the letter, and the second is your signature.

说明：查看下一页的"标准信函示例"，了解信函中应包含哪些具体内容。由于你将在线提交电子版本，因此有两项不需要包括在内：一是信开头的地址，二是签名。

The Standard Letter Example 标准信函示例

Recipients Name
Schools Name
Date

Dear,

A proper letter will start with a heading which has the address of the intended recipient. After the heading you will open your letter with a greeting to the recipient. Most letters will start with either the greeting "Dear " or "To ". You may start your letter with which ever greeting you prefer.

(一封正规的信的开头要包含收信人的称谓。在开头后你要问候收信人。大部分信件如此招呼"Dear ____"或者"To ____"。任选一个均可。)

After the greeting is the body of your letter. You should write a three paragraph letter for this assignment. In the first paragraph you should include information such as: your name, where you are from, how old you are, and something about yourself. In the second paragraph write about what you like and dislike. In your final paragraph write about what you learnt in computers last year and what you would like to learn this year.

（在问候之后就是信的主体。在此任务中你要写三段。第一段你要包含如下信息：姓名，出身地，年龄，和其他一些关于你的事情。第二段写你喜欢什么不喜欢什么。在最后一段写你从前在计算机课上学到什么和这学期想学什么。）

Your letter should be about the same length as these instructions which also provide you with an example of how a letter should look like.

（你的信要和这个样本大致一样长）

After the body of the letter you should use a closing statement such as "yours truly", "sincerely yours", "have a nice day", etc. The very last thing in a letter after the closing statement is your name and signature.

（在主体后你要选择一个结束语句，如"yours truly", "sincerely yours", "have a nice day"等等。最后你要署名。）

Sincerely yours,

Sign your name.

Type your name here.