You received a scholarship where incoming freshman can participate in an intensive summer language program at the local college. After two weeks of all day classes, you are behind in your formal writing assignments because the members of your writing group have not returned your drafts with comments. You have asked them for the drafts and each day they promise to complete them. You are worried about your grade and decide to ask for advice in the “Students Want to Know” column of the language program’s newsletter.

The “Students Want to Know” column allows students to ask for advice anonymously and requires they use the target language and follow general rules for advice columns. There is a limit of 12 sentences per advice request.

You have the following list of concerns that you want to include in the letter.
• assignments will be late
• need a good grade and college credit
• you read and gave help to the group members
• don’t want to talk to the instructor
• you need to work with the students for four more weeks
• some of the team members will be on your sports team in the fall
• you have asked for the drafts
• other concerns you want to mention
You may also want to ask what else you can do to get a good grade for the writing assignments.

Step 1. Think about what you want to write to the advice column. Write an e-mail of 10-12 asking for advice and expressing your concerns.
Step 2: Organize your concerns into paragraphs. Write ten to twelve (10-12) sentences. Be sure to thank the advice column and include a closing.

To: studentswanttoknow@summerprogramnews.edu

From: ____________________

Step 3: Revise your e-mail if necessary. Pay particular attention to grammar and spelling.

Rating: Holistic rubric for advanced writing, presentational