

## **Letter of Introduction to the Judges**

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The Letter of Introduction to the Judges provides them with information that may not be evident through your presentation.

The following information must be included in the letter:

- Paragraph One: reflections/thoughts on your education and/or personal background
- Paragraph Two: reflections on/evaluation of your project, paper, and fieldwork
- Paragraph Three: thank you to the judges for taking the time to participate in Senior Project Presentation Day and for supporting the seniors with their projects

The letter should be an overview of your project, but have some substance. As you write, set the tone with a description of a situation or event that made you choose the particular topic. Bring in personal information if you can do so smoothly.

Reminders:

- Remember to begin with words other than "I."
- Keep your audience in mind.
- Keep each paragraph focused on one idea.
- Do not use empty words like "things" and "a lot." Find the exact word and use active verbs to "liven up" your writing.
- Watch the punctuation.
- Use the proper block letter format.