

CE 454 Urban Transportation Systems
Portland State University
Department of Civil and Environmental Engineering
Fall Quarter 2009

Introductory Letter

Assigned: 9/28/09

Due date: 10/5/09

Turn in printed copy, submit survey online (required for full credit)

10 pts

To help me get to know you better, your first assignment will be to write a letter introducing yourself to me. Write the letter in business format (i.e., with an address block, date, salutation, body, closing, signature). Include a small picture of yourself (85x120 pixels, showing mostly your face) as part of the letterhead to help me put names to faces. Please write in a “professional” tone; slang or colloquial writing should be avoided (you will lose points). Proofread the letter – spelling, grammar and format errors imply you are sloppy, something neither a future employer nor your current professors desire. The letter is limited to a maximum of one page, single spaced in 12 pt font.

Learning in this class is a cooperative effort. Please take this online learning style diagnostic: <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>. Some of you may find this survey too simplistic but keep in mind that it is developed for freshman at a traditional university. In any event, read the discussion of learning styles and include a reflective sentence or two about results in the letter. Transfer your results to the online class survey so that I can present the results to the class. <http://survey.oit.pdx.edu/ss/wsb.dll/s/2bfga0c>. This is required to receive full credit.

Some other ideas that might help you write the letter:

- What is your academic background (classes taken, especially those transportation related)?
- What are your career goals?
- What you want to learn in this class?
- What you do? (i.e. work, hobbies, sports)
- Are you involved in any student groups?