

English instructors can use the Class Email feature to contact students throughout the semester. You can find Class Email on the Delta College web site under Roster System in the Faculty Resources section. The following letter (or a letter of your own) can be used to promote the use of the Reading/Writing Learning Center in Holt 201. The center wishes to encourage students to take advantage of the valuable services provided.

Dear Class,

In order to increase your chances of earning a passing grade in this course, I recommend that you utilize the Reading/Writing Learning Center in Holt 201. In the center, you will find a helpful staff and a crew of experienced tutors who can provide individual lessons on your writing. The tutors can identify areas in need of work, such as grammar, development, essay structure, and MLA documentation. Then, they will work with you to improve your writing. You can also sign up for workshops concerning techniques to improve your writing, reading, and test-taking techniques. These forms of supplemental instruction can make the difference between a passing grade and a failing grade for a course. Please, stop by the Reading/Writing Learning Center as soon as possible to find out more about how this facility can help you succeed in your English classes at Delta College.

Sincerely,

Your instructor