

Example of an Introductory Letter

Dear —

My name is —, and I'll be reviewing this first submission of your paper. Thanks for using the VWC! From what I understand, your assignment was to analyze a client-therapist interaction, paying particular attention to potential cultural and ethnic issues. You specifically wanted feedback on your introduction and conclusion. I read your paper with these questions in mind.

As I read, I provided a running commentary about my experience as a reader – look for the text in **[bold brackets]** – which I will summarize in this letter. I also noted any sentences or phrases that might need some revision.

I want to begin by saying how impressed I was by your sensitivity to the variety of cultural issues you observed and by your exploration of potential interventions. I particularly liked the way you thought about connecting to the storytelling tradition.

My biggest struggle as a reader was related to your question about introductions and conclusions. I often felt, as I moved from section to section, that I was reading a series of jigsaw pieces that had yet to be put together. I wanted something in each section that helped me connect the dots between the last section, the current one, and the next one. However, I am not sure what the standards are for case studies in your field, and it might be that such introductions and conclusions in each section are unnecessary. You might want to check with your professor or review examples to get more clarity about these expectations.

I did feel that your introduction to the overall paper was sufficient. It gave me a clear sense of what you intended to do. However, I didn't have the sense that your conclusion wrapped things up. Consider revisiting the conclusion and finding a way to highlight your most important themes or understandings from the rest of your paper.

I also noticed that you chose not to include a section that outlined the background information. If I hadn't been able to read the assignment, I would have had a hard time following your paper. Were you told to assume that your audience would be familiar with the client's background? If not, you might want to add a section that helps the reader know the relevant details of the story.

I hope this feedback helps! To reiterate, here are the next steps I recommend:

1. Revise your conclusion so that it highlights your most important conclusions or understandings.
2. Add transitions at the beginning and/or end of each section so as to allow your reader to connect the dots between sections.
3. Unless you were told to assume the reader is familiar with the case, add a section that outlines important background information.

4. Consider resubmitting your next draft for feedback on your revisions.

Thank you so much using the Virtual Writing Center. Remember, you can submit an assignment up to three times, so please feel free to share your revision with us.

I wish you all the best. Keep up the good work and take care.