



Croatan High School Graduation Project **FORMAT OF THE LETTER OF INTENT**

Click on File, Page Setup, Margins
Make your top, bottom, left, and right margins 1" each
Type in 12 point, Times New Roman Font

Street Address

City, State (All words are spelled out.) Zip code

Date (Month spelled out) (Hit enter four times.)

Graduation Project Steering Committee
West Carteret High School
4700 Country Club Road
Morehead City, North Carolina 28557 (Hit enter twice.)

Dear Steering Committee Members: (Hit enter twice.)

Paragraph 1: Give an introduction to the topic of research you have chosen. Explain the reason you have chosen this topic and the knowledge you have of the area. (Hit enter twice.)

Paragraph 2: Describe the product or performance you will create or demonstrate. You **MUST** explain the learning stretch involved. This means you explain what you already know and what you intend to learn. (Hit enter twice.)

Paragraph 3: Explain what you specifically intend to research for your paper and what methods of research you will use. Be sure the relationship between your paper and project is clear. (Hit enter twice.)

Paragraph 4: State that you understand the definition of plagiarism and its consequences and that you do not intend to plagiarize. (Hit enter twice.)

Sincerely, (Hit enter four times.)

Your typed name (exactly as you sign it above)