

Introductions

Dear: This salutation is appropriate in many circumstances, whether you know the person well, or if they are a business acquaintance, a potential employer, or a supervisor. If you know the person well, use their first name only. For a potential employer or supervisor, always use Mr., or Ms. (Mrs. or Miss when you know if the woman is married or single) unless you have been specifically asked to use their first name.

Other options:

Greetings

Hi/Hello

Style 1: Anecdote

An anecdote is a short story about something that happened, which illustrates the point you want to make in your essay. Using a story at the beginning of an essay is an effective way to interest the reader.

Example:

Dear friend,

All I know is that I have never felt so thrilled and terrified all at once. Before we jumped out of the plane my stomach was in knots. My mind was racing, thinking “am I crazy?”. But once I jumped it was the most amazing feeling. Before going up they explained the risk involved which of course included.....

Type 2: Survey

In a survey introduction, the writer gives readers an overview of the information contained in the essay. A survey arouses the reader's interest by giving the reader a chance to agree or disagree with an opinion stated by the writer, and this entices the reader to continue with the essay.

Dear Friends,

An increasingly popular survey suggests that students ages 17-21 are more likely to go skydiving than any other group of people. With the serious risks involved, I'd like to take a moment to remind you why this may not be a great idea.

Type 3: Quotations

Quotations are used when someone has clearly and succinctly stated an opinion you agree with and that will give the reader a clear idea of your point. For this, the quotation needs to be relevant to the topic and familiar to the reader. Quotations can be used independently or combined with other types of introductions such as anecdotes or questions. A well-chosen quotation adds credibility to an essay because it is familiar to the reader and its truth has been recognized for many years.

Dear Friend,

If all your friends were jumping off a cliff, would you? As many times as my mom has asked me this, I never took it seriously. Of course that changed when all of my friends wanted to go jump out of a plane.

Type 4: Asking a Question

Asking a question at the beginning of an essay is a useful tool for drawing the reader in. The question can be used to intrigue the reader, or it can set the tone for the essay. The writer can ask a question in the introduction and then wrap the essay around the answer. It is best to use Information Questions rather than Yes/No Questions. Questions, when written correctly, are great for hooking the reader.

Dear Friend,

Who would willingly plunge into water that never gets warmer than ten degrees Celsius? Surprisingly, many British Columbian scuba divers jump at this opportunity twelve months a year. This may surprise many divers who only consider the sport in the context of the white sand beaches, cloudless skies, and tepid azure waters of the Caribbean or Southeast Asia; when one thinks "diving", one naturally thinks "tropics". Thus, British Columbia may well be the last place one would associate with this exciting water sport.

Type 5: Creating a Mental Image

Creating a mental picture for the reader helps introduce essays. Using words that describe how things smell, look, feel, sound, and taste raises the reader's curiosity and draws the reader to read more.

Dear Friend,

You're free falling, plummeting towards the earth with nothing stopping your descent. The wind howls in your ears, your face distorted by the force of air rushing against your cheeks....

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