

PHY1600S - Effective Communication for Scientists

Assignment #3 – 24 January 2017

Due 9:00 PM, Sunday, 29 January 2017

Write a formal letter to Professor Jason Harlow, the Associate Chair of Undergraduate Studies, recommending changes in the teaching practices of the Department, based on your recent observations of a class or on your experience as a student or tutor. Alternatively you might prefer to comment on any teaching innovation that you have experienced and valued, and would like the Department to consider adopting.

Please use one of the templates for a formal letter, and please use the Department of Physics letterhead. The *Material* section on the course website page on the course web page gives links to both.

With your permission, I may pass one or two of the best written and/or persuasive on to the addressee!

Notes:

- A. *As usual, I will be interested in the style and elegance of your writing rather than the content, so don't hesitate to be outrageous if you so desire!*
- B. *If the letter has more than one page (which it may if you are making a case with appropriate evidence and using reasonable font) start page numbering on the second page. I prefer top or bottom right for the page number, with the style Page 2 of 3, etc., but many other styles are used.*
- C. *Remember to have your letter proofread for grammar, English usage, elegance, and brevity by your reading buddy, and indicate their name at the bottom of your letter.*
The overall length limit of 600 words will force you to concentrate on the essentials!