

PHY1600S - Effective Communication for Physicists.

Assignment 3

Write a formal letter to Professor Stephen Morris, the Chair of Undergraduate Studies, recommending some directions for change in the teaching 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.

Please use one of the templates for a formal letter, and please use the Department of Physics letterhead. The *Ancillary Material for Assignments* on the *Assignment* 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 (I hope that most of yours will NOT!) start page numbering on the second page. I prefer top right for the page number, with the style Page 2 of 3, etc., but many other styles are used.*

C. *Remember to have your article proofread for grammar, English usage, elegance, and brevity by your Reading Partner, and indicate their name at the bottom of your letter.*