

Making Thoughtful Recommendations

Convincing Your Teacher about the Importance of Certain Aspects of This Class or Lab

Project Summary: Making well-considered recommendations is something we do throughout our lives. In this writing assignment, you will make recommendations to me that will influence the way I teach this course in the future. My problem is that there is always more content to teach in this course than there is time to teach it. My goal is to spend more time on fewer, critical aspects of our subject. Some of the ideas, concepts, and skills we have spent time on cannot be eliminated because they are critical to the course or prerequisites for other things we do in this class. Which units, chapters, readings, or projects have we completed that you feel are essential for this course and deserve even more time? If we are to spend more time on those areas, then something must be eliminated or de-emphasized. Which aspects of this class do you feel are not essential? I need your recommendations as I make plans for teaching this course next year. You will put your recommendations to me in the form of a letter.

Purpose: Your purpose is to be persuasive, so be sure that your recommendations are supported with solid reasons and examples.

Writer's Role: You will write as a student who has a good understanding of what is and what is not critical to this course or lab.

Audience: You are writing to me. However, even though you are writing to your teacher, you must keep in mind the needs of future students in this course or lab.

Form: You will write a multi-paragraph letter.

Focus Correction Areas:

1. Two or three "Musts" (describe two or three aspects of this class you feel are essential; for each, give several specific reasons why they must be kept) ____ points
2. Two "Cuts" (describe two or more aspects of this class that you feel could be eliminated or given less emphasis; for each, give specific reasons) ____ points
3. Use business letter form ____ points

Procedures: Before writing your letter, you will complete several activities.

- ✓ Type One writing: Write eight lines or more about the essential skills or concepts that an incoming student, must master in order to succeed in this class or lab.
- ✓ As a class, we will discuss how we have allocated our time this year by reviewing major projects, units of study, and other activities, and approximately how much time we have devoted to each.
- ✓ After this discussion, decide which are essential and which are nonessential aspects of this class. Draft your letter. Due on: _____.
- ✓ Use the Business Letter Focus Sheet to be certain that you have the correct format.
- ✓ Read your draft in a one-foot voice; make any changes you feel will improve your letter.
- ✓ Work with a partner to get feedback on your letter; double-check your FCAs to make sure you have done a good job in those areas.
- ✓ Write a second draft with all of your improvements. Due date: _____.

Business Letter Form

[Return Address]

[Address of Recipient]

Dear _____:

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

Yours truly,

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