

Shipping and Sliding Recommendation Letter: Guidelines

Directions: Write a letter to the *Ships Ahoy Shipping Company*. Your letter should be **formal** and addressed to the **CEO of Ships Ahoy, Chip Bargeman**. The address is **123 Main Street, Seatown, CT 12345**. Your letter should be separated into different paragraphs, as described below.

Paragraphs For Your Recommendation Letter

Paragraph 1: Introduction (5 points)

- This is your introduction so introduce yourself! :-) [name, grade and school]
- Tell the shipping company why you are writing to them by providing a clear statement of the problem you investigated
- How does this problem apply to the shipping company

Paragraph 2: Scientific Information / Background (5 points)

- Provide some scientific information as relating to the problem question. (*Use your Shipping and Sliding packet as a reference as well as your own knowledge but place everything in your own words*).
- You should talk about what the following vocabulary words mean and how they are related to this lab: **friction, force, acceleration, mass**.

Paragraph 3: Procedure & Results (15 points)

- Write a paragraph that explains what you did in this lab to **test the floor materials**. Summarize the procedure on your graphic organizer. **Do NOT** give me a numbered/bulleted list, give me a paragraph.
- Describe the floor materials using **qualitative observations** (*observations made with your senses*).
- When stating your results, reference your data but you do not need to include your data table itself.

Paragraph 4: Conclusion & Experimental Errors (5 points)

- What did you conclude from your data? (You may use the conclusion from your formal lab report).
- List at least 2 experimental errors that you encountered during the experiment and how you could improve them.

Paragraph 5: Recommendation & Closing (5 points)

- State your recommendation to the shipping company(as in, what floor material you are recommending that they use for their cargo room floor).
- How would using this material benefit them from scientific and cost perspective?
- Use an appropriate ending for your letter (Sincerely, Thank you)