

## Example 1. Note sent home in hard copy after Quiz 2

Physics  
Quiz 2 Communication Sheet

Dear Parent

I am sending this sheet home with your son or daughter to apprise you of his or her scores on our first two weekly quizzes (see below). Please review the scores and my advice for improvement below. Then please sign the sheet and have your son or daughter return it to me.

As you recall from the syllabus, the grade in this course is based primarily on the weekly cumulative quizzes. There are no chapter tests; the weekly cumulative quizzes comprise 85% of the grade. Preparation for the quizzes is the key to success in the class.

Student:

Quiz 1 score:

Quiz 2 score:

Parent Signature: \_\_\_\_\_

### *Advice for Improvement*

Students should:

1. Make flash cards with thorough definitions for all technical terms, then rehearse these until the definitions are well memorized. Any time a quiz asks about terms such as theory, science, fact, truth, and so on, you should quote the definition or description from the text. The descriptions and definitions in the text are carefully worded. Avoid making up your own definitions during the quiz. Such responses tend to lack the accuracy, detail and clarity of the definitions written in the text.
2. Write detailed responses to quiz questions. Remember that a merely "adequate" response receives a score of 7/10 or 15/20. Higher scores are given when your responses go beyond adequate to excellence.
3. Study the Objectives List at the beginning of each chapter. Make sure you can address each item effectively before the quiz.
4. Use each quiz as a study tool for future quizzes. All quizzes are cumulative and contain questions or computations from past material. Questions on quizzes are often repeated on later quizzes.
5. Beginning this Friday, September 2, students will receive a Weekly Review Guide. Students should carefully work through each item on the review guide during the week. This practice is essential for keeping old material fresh, and thus being prepared for questions on the quizzes.
6. These study practices and others are all described in detail in the Solid Study Strategy box on pages xiii-xix in the text. Review this strategy and make use of the many practices described there.

Finally, parents, feel free to contact me at [jmays@smca.com](mailto:jmays@smca.com) if you have any questions.

Sincerely

John D. Mays  
Instructor