

<p>Product Sample Show and Tell</p> <p>Individual Module: 5</p>	<p>TEL 204: Polymer Molding & Forming Department of Technology</p>	<p>Student Name: _____</p>
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Overview:

Select and sign up for a new plastics material and/or process. You are to research a new, specific plastic material and contact the MANUFACTURER. Write the necessary business letter asking the manufacturer for more information about the specific plastic and for a sample of the product. The information and samples obtained will be donated to the polymer laboratory and you will present your findings to the class.

Directions:

1. Identify a plastic product using sources like the internet, magazines, newsletters, etc.
2. Choose the plastic you will be researching: _____
3. Who is the manufacturer: _____
4. SIGN UP ON THE CLASS LIST AND **GET APPROVAL FROM THE INSTRUCTOR.**
5. Write a formal business letter (see the attached sample and seek out samples online and in style guides) to the **manufacturer** asking for information about this product and request a free sample. Include in your letter that you are enrolled in a Polymer Molding and Forming course at SUNY Oswego.
6. You must NOT contact Curbell for information.
7. **Spell check and grammar check your letter.**
8. Print out a copy of your letter for the teacher to review and approve (staple to this sheet).
9. **Your letter must be approved before being sent.**

Instructor's Signature _____ Date _____

10. Make any suggested changes, and mail the letter. Then, wait.
11. Once you receive a response, show it to the instructor. You will get a time to present your product to the class (Show and Tell). Submit what you received, this form, and your letter for grading.

Grading:

Results

Letter in proper business format	70 pts.	_____
Response from company	30 pts.	_____
Sample from company	70 pts.	_____
Show and Tell	30 pts.	_____
	TOTAL	_____