FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2020

PRACTICAL ASSIGNMENT 1

BUSINESS APPLICATIONS 2B

BAP621S
BUSINESS APPLICATIONS 2B

FEEDBACK TUTORIAL LETTER

VACATION SCHOOL 19 – 22 October 2020

Dear Student

This letter serves to give you feedback on the vacation school you have attended recently in October 2020.

**Practical Assignment: 20 October**  

Students, I would like to use this opportunity to thank each and every one of you for a wonderful and effective teaching and learning time we’ve had during the vacation school. I am fully aware of all the challenges that you have face especially now with the new NORMAL.

I really appreciate your commitment and hard work as well as your co-operation, it means a lot. However, the results reflects that a lot of hard work still needs to be done from your side. The results reflects your hard work but for some it means you will have to put in more effort and do the little extra at home to improve your results. I can assure you, with more practice you will become more confident as your skills and knowledge increase in this course.

Remember that we are using Microsoft Office 2016 now and I suggest that you also get hold of this software to enhance your knowledge. I have included the question paper of the practical assignment as well as model answers (memorandum) in order for you to revise and evaluate your own mistakes.

Please take note of the display and accuracy marks which were also allocated to the different questions. This will enable you to see where you went wrong.

**Please take note of the following tips:**
Question 1 – Word Art

Please adhere to the following rules and regulations when typing Word Art and paragraphs:

- Set your page according to the rules that you have learnt in your first year as well as in semester 3. Make sure of the following:
  - Type in inches and not centimetres.
  - Line spacing is on single line spacing and the space before and after is zero.
  - Font and size are according to instructions given.

- Letterheads are always typed in Uppercase. Follow closely the instructions given to type the heading in Word Art. Please adhere to the instructions and make sure that you execute exactly what has been asking of you.

- Drop Caps – follow instructions please. For this test you have been asked to do the Drop cap over two lines. Majority of you did well. Please make sure you use the Drop Cap options and not the Drop Cap icon.

- Bullets position is 0" and the text position is 0.3". Make sure you know, understand and remember this rule. You must also remember to always type bullets in double line space unless indicated otherwise.

- Footnote – always indicated with a small 1 next to the word or sentence related to the footnote. Make sure that you find that little 1. Adhere to the instructions.

- Watermark was well executed. Please make sure that you use the correct orientation and font as requested in the question paper.

Once again, the accuracy for this question was a bit disappointing. You received good marks for the display but lose all the marks for accuracy. Please work on your accuracy by typing a speed test every day if possible.

Question 2 – Table of Content & Referencing

You will not be able to execute the instructions if you do not understand how referencing work. Since this is also a word document – it is expected of you to apply all the paragraph rules concerning indentation, line-spacing and bullets. For those of you who received full marks for this question, well done. For those who could not finish this question please visit this unit again and follow the steps in the study guide again to familiarize yourself while the content is still fresh in your mind.

Students, another concern is the referencing tool that I taught you in class. Please practice this new skill at home and at work – this will help you tremendously in your studies.
Each and every instruction given is very important for it count towards your marks – please make sure you follow and adhere to each and every instruction.

Last but not the least, if you have any questions regarding the marking of your assignments, please do not hesitate to contact me.

Keep practicing because practice makes perfect.

God Bless

L Beukes
MARKER-TUTOR
DRESS FOR SUCCESS

Dressing for success can be difficult for a professional woman. We want to be taken seriously for our quality of work and skills, but also want to show off our unique style and individualism through our wardrobe. What to do? Here are the top things you DON'T want to do when dressing for work:

Do not show too much cleavage at work. You've got them, so flaunt them right? Wrong. By showing the twins off at work, you run the risk of being known for your boobs rather than your wit and hard work. Not only that, but you will be taken less seriously, and perceived as unintelligent. Studies have shown that women who are dressed more discreetly are perceived as more professional.

Do not wear too much makeup to work. Applying too much makeup will leave you looking like a clown. Enhance your overall appearance - you will waste money trying to achieve a look that actually detracts, rather attracts your overall appearance. Instead of spending precious time applying makeup, go for a natural quick and easy look. Not only will you save time and money by doing so, but you will end up looking more professional and work appropriate.

DO NOT DRESS TOO CASUALLY FOR WORK:¹

- During the hot summer months, we’re tempted to wear less and less clothing to work.

- But work is not a Caribbean vacation on the beach.

- By dressing too casually, you run the risk of looking like you are untrustworthy, and dressing too casually can even lead to less work productivity.

- Avoid bare-shoulders, sandals that look like flip flops, shorts, casual t-shirts, and other weekend type clothing.

¹ Approved by the HR Department
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TIME MANAGEMENT STRATEGIES

INTRODUCTION

The term Time Management is a misnomer. You cannot manage time; you manage the events in your life in relation to time. You may often wish for more time but you only get 24 hours, 1,440 minutes or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control. You cannot manage time; you manage the events in your life in relation to time. (Sue W. Chapman, Michael Rupured, 2008)

The following strategies will help you get the right things done in less time.

1. Start your day with a clear focus

   The first work-related activity of your day should be to determine what you want to achieve that day and what you absolutely must accomplish.

2. Have a dynamic task list

   Capture the tasks and activities you must do on a list and update it regularly during the day. Revisit this list frequently and add new items as soon as they appear.

3. Focus on high-value activities

   Resist the temptation to clear smaller, unimportant items first. Start with what is most important.

To help you assess which activities to focus on first, ask the following:

- What does my client or my team need most from me right now?
- What will cause the most trouble if it is not done?
- What is the biggest contribution I can make right now?

4. Minimize interruptions

   The more uninterrupted time you get during the day to work on important tasks, the more effective you will be. Once you have broken your flow, it can be difficult to reestablish it.
5. **Stop procrastinating**

If you have difficulties staying focused or tend to procrastinate, you may benefit from creating an external commitment for yourself. It is also very effective to complete the most unpleasant tasks early in the day, and to allow yourself small rewards once you have completed them.

6. **Limit multi-tasking**

Many of us multi-task and believe we are effective when we do so, but evidence suggests that we cannot effectively focus on more than one thing at a time.

7. **Review your day**

Spend 5-10 minutes reviewing your task list every day before you leave the office. Give yourself a pat on the back if you achieved what you wanted. (Madsen, 2015)
References

http://www.liquidplanner.com/blog/7essential-time-management-strategies/