FEEDBACK TUTORIAL LETTER

1ST SEMESTER 2021

Assignment 1

Communication for Specific Purposes
CSP511S
Dear Students

I hope you are well when you are reading this letter. First of all I want to commend you on submitting your assignments on time and all of them done with great care and attention to detail. It shows that you are interested in the subject area and eager to increase your knowledge in sharpening your communication skills.

The learning outcomes for Assignment 1 were:

- Apply basic English grammar rules
- Reflect on and apply your own proofreading skills
- Write a summary
- Write an email

Feedback on meeting the learning outcomes:

In my view almost all of you have met the majority of the required learning outcomes. However, some students didn’t follow the guidelines for summary writing and therefore didn’t get it right, or the original text was too short. In that case you need to go back and make sure that in the final comprehensive test you know how to summarise.

Here is my feedback with regard to the 4 questions:

**Question 1 – Quiz on grammar revision**

Most of you did well in the quiz with a range of marks between 16 – 24 marks. So I can only commend you on that.

**Question 2 – Proof reading**

I was very pleased with your reflections. Almost all students presented mature thoughts regarding proofreading and the importance on it. I can see that a mind shift took place as well as the appreciation and importance of proofreading skills. Most students therefore received marks between 7 – 10.
Question 3 – Summary writing

As mentioned above, this didn’t go so well for quite a number of students. If you received less than 10 marks you need to go back to the handout and make sure you follow the basic guidelines (heading, introductory sentence, present tense, etc.) and apply the sentence starters.

Question 4 – Emails

This question was equally well answered by most of you. The only major advice I can give is that you make sure you DO NOT introduce yourself in the email, or write a long email.

So, all together well done! To conclude, I hope that the feedback helps you improve your shortcomings and you will profit from the information.

I wish you all the best!

Regards

A. Tjiramanga