FEEDBACK TUTORIAL LETTER

1st SEMESTER 2020

ASSIGNMENT 1

PROFESSIONAL WRITING
PWR611S
Dear Student,

This Feedback Tutorial Letter accompanies your marked **PWR611S Assignment 1**.

The overall performance was good. There was evidence of preparation and familiarity with the relevant Study Guide units.

**PART 1: PUNCTUATION**

The objective of this section was to refresh your understanding of punctuation and to emphasise the importance of all punctuation marks in professional writing. Only a few students got all answers correct for this section; yet punctuation is taken so much for granted.

Note that if you wish to be a good writer, you ought to understand the correct use of all punctuation marks pertaining to the English language use. Check again: When does one use an apostrophe? A hyphen? Quotation marks? A semi-colon? The colon?

**PART 2: SENTENCE TYPES AND ERRORS**

The questions for this section were taken from the PLU and EPR syllabuses that you did a couple of semesters ago. This section was included in the Assignment because at PWR level, there are students who are not quite comfortable with sentence construction. When writing PWR assignments, they still make sentence errors such as Fragment sentences, Run-on sentences, Comma splice sentences, and incorrect Subject-verb agreement in sentences.

The low marks that many obtained in this section are testimony to the fact that there is need to revisit the whole topic of sentence construction. Also note that marks were deducted for sentences that did not begin with a capital letter; and sentences that did not have a full stop at the end. Sounds very obvious does it not?

Take note of the following:

1. Fragment sentences:
   1.1 *Our teacher, a well-educated young woman.*
   This is an incomplete sentence as it is only a clause. You were asked to complete the sentence by adding another clause that enhances a complete thought or meaning.
   Example:
   
   1.1 *Our teacher, a well-educated young woman, encourages us to work hard.*

2. Question 4 was set on Subject-verb agreement. Here are the correct answers:
4.1 All the workers agree with the new regulations which were introduced last month.
4.2 This organisation takes such complaints seriously especially when they are about racism.
4.3 Our company provides conference facilities which are regarded as the best in town.

Note that the noun underlined should have concord with the verb in bold.

PART 3: BASED ON STUDY GUIDE UNITS 1,2,3.

This section was straightforward for those of you who read the recommended Units. There are no short cuts. Do not simply lift an answer from an internet source copy and paste style. Do not provide a general answer when there are specific answers in the Study Guide as instructed. And, surely you cannot give an answer in 5 lines with 100 words for a question that is worth only 2 marks! All the answers for this section can be found in the recommended units. Read your Study Guide!

QUESTION 2: BUSINESS LETTER WRITING

You were expected to read Study Guide Unit 9 before attempting this question.

Marks for this section were awarded as follows:

Layout = 5 marks

Language and Content = 25 marks

Total = 30 marks

Failure to present the following aspects in letter writing led to deduction of marks:

i. Present two addresses in the correct order.
ii. Write the date properly - see example in Study Guide.
iii. Subject title must come after salutation.
iv. Present clear paragraphs in block style.
v. Use punctuation marks correctly.
vi. Check your spelling.
vii. Write complete sentences that begin with capital letter and end with a full-stop.
viii. Note the length of the letter, that is number of words.

Good luck as you work on Assignment 2.

Kind regards,

Mr C Gwasira
Ms A Smit
Dr K Iipinge

TUTOR-MARKERS: PROFESSIONAL WRITING PWR611S