FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

ASSIGNMENT 2

LANGUAGE COMMUNICATION STRATEGIES (LCS520S)
Dear Student,

This Feedback Tutorial Letter accompanies your marked LCS Assignment 2.

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

Section A: Communication Theory

Answers for this section were supposed to be brief. Check the mark allocation. There is no need for one to write a six-line paragraph in response to a question worth 2 marks.

Section B: Letter Writing

Always focus on the content, format and language. Marks for this section were allocated as follows:

- Format = 5 marks
- Language = 5 marks
- Content = 15 marks
- Total = 25 marks.

Attached to this letter is a scan of a very good letter that was written by one of you. Read through it. Note how the three aspects of letter writing mentioned above are presented.

Section C: Report Writing

Well done.

Section D: Error Correction

Well done

Section E: Vocabulary

Well done.

Good luck.

CGwasira

Marker-Tutor LCS521S
The Principal  
Vocational Education and Training Centre  
Private Bag 10108  
Rundu  
Namibia

The Chief Executive Officer  
Ministry of Higher Education  
Private Bag 21215  
Windhoek

RE: ACTION TO BE TAKEN IN RESPONSE TO COMPLAINTS RAISED AT THE FAMILIARISATION MEETING WITH RELEVANT STAKEHOLDERS

Dear Mr Masala

Following the familiarisation meeting held during August 2019, in respect of which a number of complaints were leveled against RVTC, the management of the institution and I, met and came up with the following resolutions as means of addressing the concerns raised:

Firstly it was held that some instructors do not take their work seriously, as they come to work late and unprepared at times. To address the said issue, a staff meeting was held, during which all staff members were strictly warned to refrain from such conduct and that those that continue coming to work late or unprepared would be dealt with severely. A system of checks and balances will be introduced, in respect of which members of management, including myself, would monitor the arrival times of staff members and sit in during lessons unannounced, with the aim of evaluating their respective levels of preparedness.

A further complaint raised concerned the indiscipline of students which entails absenteeism, lack of attention to course work and vandalism to campus property and equipment. It was resolved that to encourage class attendance, students would have to sign attendance registers in every class and in order to qualify to sit for examinations, an eighty percent class attendance in respect of each subject needs to be attained. Furthermore, weekly tests will be written as means of assessing the understanding of course work and to curb vandalism to campus property and equipment, posters have been put up highlighting the fact that those found vandalizing campus property will be reported to the police, for criminal proceedings to be instituted and in addition face expulsion from the centre.
The management of RVTC is greatly disappointed by the complaints received; these are viewed in a very serious light and as highlighted above we undertake to deal with the said complaints so as to craft an environment which is conducive to productive learning.

Yours Faithfully

F - 3
L - 4
C - 15

22/25

Well done!