FEEDBACK TUTORIAL LETTER

1st SEMESTER 2019

ASSIGNMENT 2

PROFESSIONAL WRITING
PWR611S
FEEDBACK TUTORIAL LETTER ON ASSIGNMENT 2 PROFESSIONAL WRITING 1 SEM 2019

Dear students

Here is a very brief feedback letter on your assignment.

There was a choice between the report and the proposal. Most students chose to do the section on the report. Most of you did very well as you consulted your study guide and used the information you were given to formulate a well written piece of work.

The problem many students had with the report was the identification section (to, from, date, subject, opening line, closure). Many students did not use underlined and numbered headings in the findings section.

The recommendations section was also not comprehensively done, as the instructions stated that the Mayor has requested you to write a report. The recommendations should be directed at the Mayor specifically.

Please refer to the study guide on pages 6, 7 and 8 and have a careful look at the format.

Many of the students who answered the section on the proposal seemed to have disregarded the example in the study guide altogether!

Please refer to the guide on pages 2, 3 and 4. Your format has to be done exactly like this, only the content under each section will differ.

Please consult the study guide in future and follow the format/layout of the examples when you are required to answer a question. Pay attention to headings, numbering and the opening and closing sections of reports and proposals and the various types of letters.

Regards

AB