FEEDBACK TUTORIAL LETTER

1st SEMESTER 2019

ASSIGNMENT 1

SPECIALISED WRITING
(SPW611S)
Dear Students,

First of all, I want to share with you that most of you did very well.

Regarding Assignment 1, question 1 was answered very well, most of you scored high for rewriting the email in a professional way. Your answers were very detailed and well analysed. You are good observers and critics. This shows that you will also be able to proof read and edit your own work critically before sending it. Most of you: well done!

Question 2 was also mostly well executed. Following the guidelines in the study guide and using the phrases really makes your minutes very professional. I have given individual comments for further improvement. I hope this information will help you with preparing for the exam.

I’d also like to draw your attention to the exam preparation. It is useful to print the old examination papers and practice them at home. It also needs to be pointed out that there will be four questions, but you need to answer only three.

Each question can actually contain two topics, for example memo and editing/proof reading, or email and agenda/minute writing, or two emails, for example a complaint and an answer, or a request and an answer. The question could also include some advice or description of one of the topics.

Please do not hesitate to contact me should you have any questions at 061 207 2193.

Kind Regards

A.Tirimanga

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