References

Allen J. & Widdowson, H.G. (1974). Aspects of Language Teaching, Oxford University Press.

Berita Harian, 4 November 1992.

Blanche, P. (1988). "Self Assessment of Foreign Language Skills : Implications for Teachers and Researchers". RELC Journal, 19(1), Seameo Regional Language Centre, Singapore.

Bloom, B.S. (Ed.) (1956). Taxonomy of Educational Objectives. Handbook: Cognitive Domain. New York: David McKay.

Callender, Patricia (1969). Programmed Learning : Its Development and Structure. London : Longmans, Green and Co., Ltd.

Carl Rogers (1969). Freedom to Learn. (p.104). Columbus, Ohio: Charles E. Merril Publishing Company.

Carlson, Richard O. (1971). Adoption of Educational : Annovation. Oregon : University of Oregon.

Checks On Private Education, (4 August 1994). New Straits Times, p.27.

Cheng, Mien Wee (1997). A study of a business education twinning programme at a private college in Petaling Jaya. Kuala Lumpur : Universiti Malaya.

Clarke, D. (1980). "Programmes for Individual Learning". Programmed Learning & Educational Technology. (2) p.77.

Dale, E. (1969). Audiovisual Methods in Teaching, (3rd Edn.). New York : Holt, Rinehart and Winston.

Dale, Edgar (1967). `Historical Setting of Progammed Instruction', NSSE Yearbook, Vol. 60, Part 11.

Dewan Masyarakat, April 1991.

Dewan Masyarakat, Julai 1992.

Disick, Renee S. (1975). Individualizing Language Instruction: Strategies & Methods. Harcourt Brace Jovanovich, Inc.

Faridah Karim (1984). Penswastaan Pendidikan dan Polisi Sosial di Malaysia: Satu Tinjauan, Konvensyen Nasional Ke-4 Mengenai Pendidikan, Persatuan Pendidikan Malaysia, Kuala Lumpur.

Fry, Edward B. (1963). Teaching Machine and Programmed Instruction. New York: McGraw Hill Book Company, Inc.

Gagne & Briggs (1973). Principles of Instructional Design Holt. USA : Holt, Rinehart and Winston, Inc.

Gagne, R.M. (1965). The Conditions of Learning. USA : Holt, Rinehart and Winston, Inc.

Goldschmid, B. & Goldscmid, M.L. (1973). Modular instruction in higher education : A review in Higher Education, 2: (pp.15-32).

Isahak haron (1987). The Role of the Government in Higher Education in Malaysia. Research Institute for Higher Education (1988), Hiroshima University, 81-93.

Jasbir Sarjit Singh (1991). Higher Education and Development: The Experience of Four Newly Industralizing Countries in Asia. Prospects, 21 (3), 386-400.

Kamal Salih (1993). Pendidikan Swasta: Isu dan Cabaran Dalam Memenuhi Wawasan 2020. Universiti Utara Malaysia.

Kementerian Pendidikan Malaysia (1979). Laporan Jawatankuasa Mengkaji Dasar Pelajaran. Kuala Lumpur.

Khan, Anis A. (1983). "A comparison of the Conventional Lecture Method of Instruction with Programmed Instruction and the Lecture Laboratory Approach in Teaching Introductory Physical Geography at the University Level", Dissertation Abstracts International, vol. 44, no. 2, Aug. 1983, p.454-A.

Koh Boh Boon (1977). Effectiveness of Compensatory Self-Instructional Materials in Bahasa Malaysia for Standard Three Pupils. K.L. : University Malaya.

Lee Meow Fatt (1992). Private Educational Institutions: Their Regulation in Fulfilling National Mission and Vision. National Education Convention 31 July – 2 August. K.L. : UKM.

Lumsdaine, A.A. (1963). `Instruments and Media of Instruction', Handbook of Research On Teaching. Chicago : Rand McNally & Co.

Lumsdaine, A.A. & Glaser R. (1960). Teaching Machines And Programmed Learning. Washington : National Education Association.

Meyer, G.R. (1979). The Development of Minicourses (with a basis in educational technology for the in-service education of teachers and trainers. Programmed Instruction and Educational Technology, 16, No. 1 (Feb), 23-27.

Munby, J. (1978). Communicative Syllabus Design : A Sociolinguistic Model For Defining the Content of Purpose-Specific Language Programmes. Cambridge University Press.

News Straits Times, 25 June 1995.

News Straits Times, 2, October, 1995.

Richards, Jack. C. (1975), Error Analysis, Longman, London.

Sharifah Alwiah Alsagoff (1980). Individualized Learning. Jurnal Pendidikan (1), Kuala Lumpur – University Malaya.

Sirifa Srichit (1985). The Development of a self-instructional unit on the indefinite article and its effectiveness in English Language Teaching in Srinakharinwirot Prasarnmite Demonstration School, Bangkok, Thailand. Tesis Sarjana, Universiti Malaya, Kuala Lumpur.

Skinner, B.F. (1968). The Technology of Teaching. New York: Appleton – Century – Crofts.

More Places in Our Universities, (24 March, 1996). Sunday Mail, p. 23.

Wilkins, D.A. (1972). Linguistics and Language Teaching, Billing & Sons. Limited.

Winn, W. (1990). Toward a Rationale and Theoretical Basis for Educational Technology, ETR & D, 37, pp. 35-46.

ENGLISH
FOR

Secretarial Students

Module 1 : Writing Letters Of Invitation

Prepared by:

Baljit Kaur

Content

	Page
Programme Rationale	1
Aims	1
Objectives	1
Outcomes	2
Notes For The Learner	3
Notes For The Facilitator	4
Pre-test	5
Scores Schedule	10
Text of Module	11
Post-Test	27
Scores Schedule	36
Assignment	37
References	

Programme Rationale

This module is designed to act as a supplementary instructional medium, as an aid in the teaching and learning process in the classroom. Students are introduced to the self-learning process whereby students learn at their own pace.

This module is also designed to help students to evaluate their work under a facilitator's observation.

Letter Writing

Aims:-

1) This module is designed to provide the learner with practice in writing formal letters particularly letters of invitation.

2) To improve the language competencies in written English and to develop self confidence in writing.

Objective:- Students should be able to write a letter of invitation using the correct format, grammar and vocabulary.

Learning Outcomes

1) Students should be able to complete the first part of a letter which comprises the sender's name and address, the recipient's name and address and the date using the information given to them.

2) Students have to place the different parts of the letter which have been given in the appropriate spaces in order to form the correct format.

3) Students are required to read a situation given to them and then complete a letter of invitation pertaining to this situation. With the help of the information given, students are required to fill in the blanks of this letter with correct answers.

Notes For The Learner

This module will help you to understand the format of writing letters of invitation. It is important for you, as secretaries, to know the correct way of writing letters of invitation.

What do you have to do? You have to:-

1) Do the pre-test first before proceeding to the first part of the module.
2) After checking your scores in the pre-test you can then carry on with the first lesson in the module.
3) Read the instructions given and attempt the exercises in the first part of the module.
4) Check your answers to these exercises with the answer key. If your performance is not satisfactory, refer to the instructions again for help.
5) If your performance is satisfactory proceed to the next lesson.
6) At the end of the module, do the post-test to check your understanding on writing letters of invitation which you have learnt from this module.
7) Don't forget to check your scores for the post-test.

Notes For The Facilitator

This module is specially designed for secretarial students who are slow-learners. Basically, secretarial students should know the format to write formal letters, particularly letters of invitation.

This module can be used as a part of the teaching and learning process in the classroom. Students can do this module in the class or at home. This module can be completed within three hours.

A pre-test is given in this module. The purpose of this pre-test is to determine the students prior knowledge in this area before using the module. A post test is given at the end of the module to determine students' understanding on writing letters after using the module.

Pre-test

This pre-test is given to you to assess your understanding and knowledge of writing letters of invitation.

This test should be done before you start reading the module. This test will take about fifteen minutes to complete.

At the end of each question, there is a box for you to state your scores.

Example: [/2]. Here, the score for this question is two marks. So, if your answer is correct, you should write like this:

[2/2]

But, if your answer is wrong, your marks will be '0'. So, you write it like this:

[0/2]

Check your answers from the answers sheet and write your score in the box. Then, refer to the score schedule given after the answer sheet.

Pre-test

Part 1

Put in a (✓) or (**X**) after each of the sentences below:

1.	The sender need not sign at the end of an invitation letter.	☐ (3 marks)
2.	The letter of invitation should only include brief details and it should be concise.	☐ (3 marks)
3.	The recipient's name and address should be written at the top right hand corner of the letter.	☐ (3 marks)
4.	A letter of invitation should have the date on the right hand side of the letter.	☐ (3 marks)
5.	A formal letter should consist of a heading and this heading should be written in bold or highlighted.	☐ (3 marks)
		Total marks ☐/15

Part 11

Below are the parts of a letter of invitation that were written by the secretary of Encik Azmi, to Mr. Alex Lam. Can you identify which part of this letter should come first?

(1) Dear Sir,

(2) September 1998

(5) Mr. Alex Lam
The Head of Caltex Sdn. Bhd
112, Jalan Imbi,
Kuala Lumpur.

(3) Thank You.

(4) Yours Sincerely,

(8) Secretary of EON BANK
Jalan Kebab,
Petaling Jaya

(6) Invitation to Declare the opening of EON Bank in Kampung Baru.

(7) Encik Azmi Abdullah
General Manager,
EON Bank,
Jalan Kebab,
75620 Petaling Jaya
Selangor.

Turn to the next page.

Each part of the letter has been numbered. Can you rearrange the parts of this letter accordingly? You may just write the numbers of the parts in the blanks below.

The first one has been done for you.

1) 7

2) _____ (5 marks)

3) _____ (5 marks)

4) _____ (5 marks)

5) _____ (5 marks)

6) _____ (5 marks)

7) _____ (5 marks)

8) _____ (5 marks)

Total Marks /35

Check your answers on the next page.

Answers For Pre-test

Part 1

1) X

2) ✓

3) X

4) ✓

5) ✓

Part 11

1) 7

2) 5

3) 2

4) 1

5) 6

6) 3

7) 4

8) 8

Scores Schedule for Pre-Test

The total score for this test is 50 marks. Fill in your total score in the boxes below:-

Part 1		Part 11		Total
/15	+	/35	=	/50

If your answer is wrong, you will be awarded `0' mark. If your answers are correct, you will be awarded 3 marks for each correct answer in Part 1 and 5 marks for each correct answer in Part 11.

Check your scores with the schedule below:-

Scores	Comment
Above 42	Good
21 – 41	Average
0 - 20	Poor

How did you do?

If you did very well in the test, congratulations! I'm sure you will be able to go through this module very quickly.

If you have problems in writing formal letters, then this module will be a helpful aid for you to understand the correct way of writing letters of invitation. You can proceed with the module slowly. Do not rush to finish the module.

Good Luck!

Look at the situation below.

Have you ever experienced the situation above?

I'm sure all of you have. It is important to know the correct way of writing letters to people.

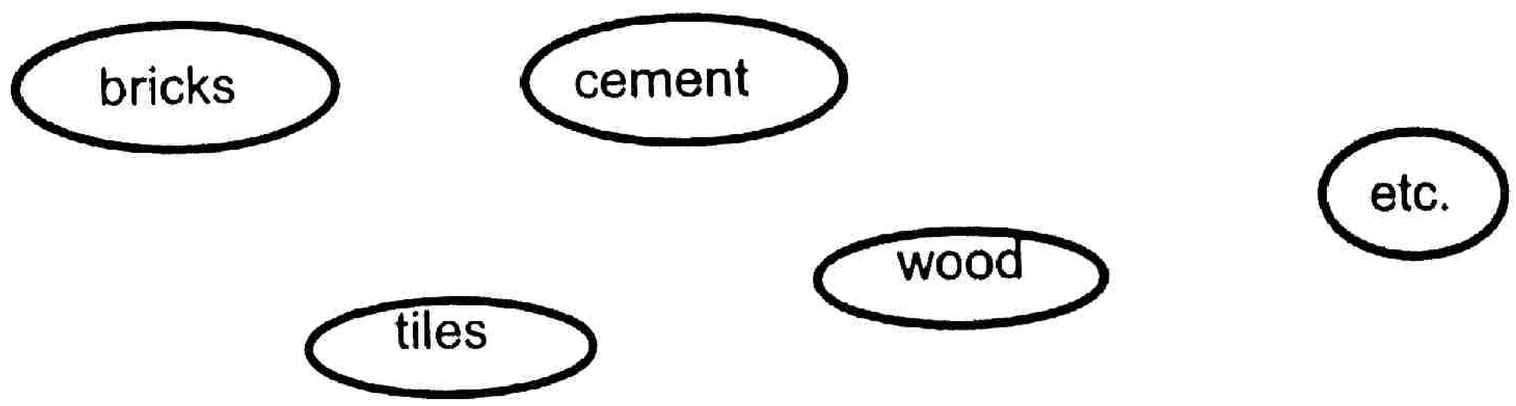
Writing formal letters to people is not a difficult task. It is largely a matter of deciding what to say and then saying it clearly, precisely and interestingly.

Formal letters are usually written for official purposes. They are written to firms, companies or from one person to another in an official way.

In this module, you will learn to write letters of invitation.

What do you need to write a formal letter?

Writing a composition in the form of a letter is like building a house. You need MATERIALS. To build a house, you need:-



To write a composition, you need IDEAS. To get ideas, let's play a game.

WORD GAME

When I say hot, what do you think of?

- Sun? Sweat? Air-conditioner? Thirsty?

When I say cat, what do you think of?

- Fur? Pet? Fish? Scratch?

When I say letter, what do you think of?

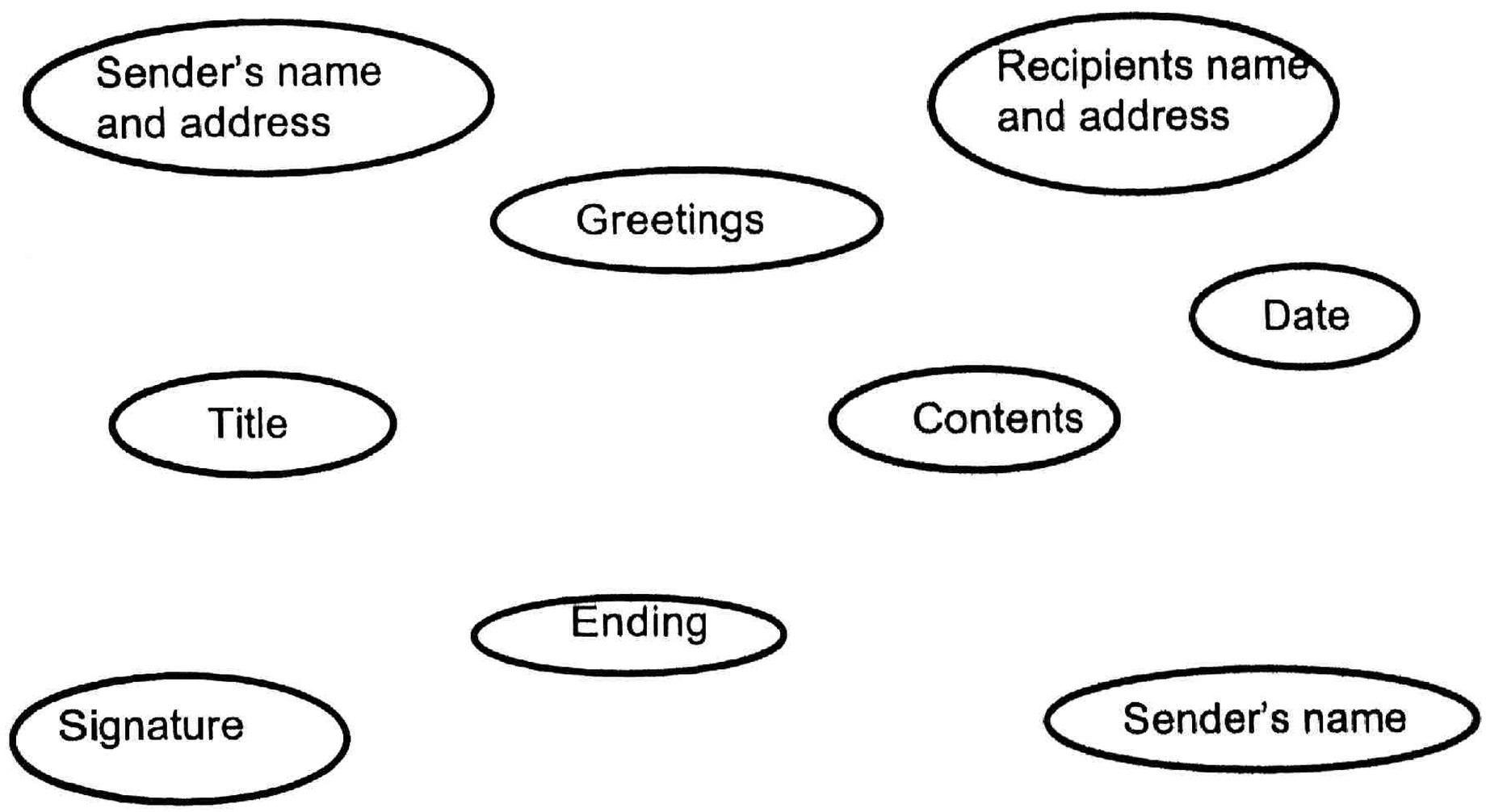
Quickly write down the words. Check your answers with mine.

You may or may not have some of the words.

Formal Letter: Letter of Invitation

Imagine that you are Mei Lan. You are asked to write letters to all the parents in the school inviting them for the school's Sports Day which is on 3rd March.

How do you go about writing the letter? To write a formal letter, you need:-



Turn to the next page.

So, you as Mei Lan have to know the steps that have to be taken to write a good letter of invitation. Do not worry. I'm here to help you.

To write a formal letter, you have to remember a few tips. Yes! Tips!

Tips To Remember

1. In writing a formal letter, the language used is always business like.
2. Always write the sender's name and address on the top left-hand corner.
3. Leave two lines after this.
4. Write down the name and address of the recipient. Underline the last-line.
5. On the right-hand side of the same line write down the date the letter is written. The month should be written in block letters.
6. Your greeting is important. If you know the recipient's name, mention it. If not, then just use `Dear Sir' or `Dear Madam'.

Example:-	Dear Dr. John Dear Mrs. Loo

7. Every formal letter should have a title which says as few words as possible what the letter is about.

Example:-	(a) Invitation to Speak (b) Invitation to declare the opening of Kampung Jati Hall

Can you now remember all the seven tips? It's just like baking a cake. You need to follow the recipe well if you want to bake a delicious cake. So, in letter-writing too, you need to follow the steps as given in the tips.

Confused? Need guidance?

Don't worry! I will show you an example

Turn to the next page.

Sender's name and address	Pastel Advertising Company No. 16, Jalan Pandan Indah, 1/23D Pandan Indah 55100 Kuala Lumpur
Recipient's name and address	Mr. Joseph Alexander 13, Jalan Kampar Taman Sentosa 93200, Segamat Johor

(Date)
15 FEBRUARY 1998

Greetings Dear Mr. Joseph,

Title <u>Invitation to give a talk</u>

Do you get a better picture now of how to start a formal letter?

I'm sure the example will help you to understand better.

Okay! Before we continue with our other tips on writing a letter, I suggest that you turn to the next page for a short exercise.

Remember:- Practice Makes Perfect

Have Fun!

Exercise 1

Read the situation below.

Imagine that you are the secretary to the Managing Director of Garden International School, Jalan Peel, Kuala Lumpur. Your boss received a letter of invitation from Andrew Hill. Andrew is the head of Mount Longfield College, Jalan Bakar, Petaling Jaya. He, on behalf of the management of the college has invited your boss to declare the Opening of Branton Common Hall. The letter sent to your boss was dated 10 July 1998.

Now, your boss wants you to send a reply of acceptance to Mount Longfield College.

Have you finished reading the above situation? Good! Do, the following:

Below is the first part of a formal letter. Write the correct information in the space provided using the information from the above situation.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Okay! Let's move on to the next tip on writing formal letters.

I gave you seven tips earlier. Now, read the eighth step.

8. A formal letter is concise and to the point. The body of the letter should have two or three paragraphs, depending on what is required. All the paragraphs should be numbered except for the first one.

Example

The Historical Society of my school is

organizing a trip to Melaka .....

2. We intend to visit .....

3. Please let .....

9. After the `Thank you', the ending is written. There are various ways to write the ending.

Example

Yours truly,

Yours faithfully,

Respectfully,

Very sincerely yours,

10. Below the ending, the writer should sign his name. Below his signature, the writer should write his full-name in block letters. The name should be within brackets.

Example

Yours sincerely,

(ROSNAH BT AHMAD)
Secretary
New Straits Times Sdn. Bhd.
Jalan Riong
Kuala Lumpur

There are nine steps that you have to know in writing a letter. Now, that you have gone through all the steps, I'm sure you will be able to write a formal letter without any difficulty.

Turn to the next page.

Here is an example of a formal letter.

Sender's name and address

Pastel Advertising Company
No. 16, Jalan Pandan Indah, 1/23D
Pandan Indah
55100 Kuala Lumpur

Recipient's name and address

Mr. Joseph Alexander
13, Jalan Kampar
Taman Sentosa
93200, Segamat
Johor

(Date)
15 JULY 1998

Greeting

Dear Mr. Joseph

Title

Invitation to give a talk on Quality Control

Contents Body

On behalf of the management committee, I would like to inform you about the 1998 State Conference which will be held at our Company. The 20th anniversary celebration of our company will also be held on the same day.

2. It will be held on Sunday, 3rd March 1998, at 9.00 a.m.

3. All employees of this company are invited to this occasion.

4. It will be a great honour for us if you could be present on this special occasion and give a talk on `Quality Control'.

5. We would appreciate it if you could give us an early reply so that necessary arrangements can be made.

Thank you.

Ending

Yours faithfully,

Signature

Sender's name

(SALINA ABU SAMAH)
Secretary
Pastel Advertising Company
Kuala Lumpur

Words Are Fun

Now that you have learnt the format of writing a formal letter, I'm sure you have no problems in writing letters to people.

You must remember that, vocabulary or words used in the letter are also important. You should know the meaning of the words that you are using when writing a letter.

Try the exercise below:-

management	anniversary	
		invited
	committee	
on behalf		
		occasion
	celebrating	

Do you know all the words given above? Yes! You can find all these words in the letter on page 19.

If you don't know any of these words, look them up in a dictionary. Learn the SPELLING of the words, too! In writing a letter, it's necessary to use the correct words and correct spelling.

Turn to the next page.

Alright! In order to be sure that you know all the words given in the box on page 20, do the exercise below.

Exercise 2

Fill in the blanks with the correct words given below.

management	committee
on behalf	occasion
celebrating	invited
anniversary	

1. He will be • his fourteenth birthday tomorrow.
2. A wedding is not an • for sorrow.
3. One of the • members of that party has died yesterday.
4. When is your wedding • ?
5. They are collecting the money • of charity.
6. Suzy • them to the house.
7. She is going to report the whole thing to the • .

Turn to the next page.

Exercise 3

Do you know the meaning of CELEBRATION?

How many words, can you make from the word CELEBRATION?

CELEBRATION

Example On
Not
TONE

What other words can you make? Make sure you know the meaning of each word you make.

Have Fun!

Punctuation

In order to write a good letter, you must also use correct punctuation marks where necessary. The most common punctuation marks that are used in letter writing are

i) full-stop (•)

ii) comma (,)

iii) question mark (?)

Grammar

In letter writing, you must use correct tenses to impress your reader. Usually we use:

i) Present tense, e.g. Can you come to the party?

ii) Future tense

e.g. We <u>will be having</u> the dinner party tomorrow.

Turn to the next page.

Okay! Still remember the format of a formal letter? I hope you still do. If not, go back to the previous pages for a quick revision.

In writing a letter of invitation, you must plan your letter carefully before you write. Make sure all the necessary details are included.

State the purpose of your letter clearly.

Always be polite and brief.

In writing a letter of invitation, you need to know:

1) what is the occasion?

2) whom to invite?

3) when is the occasion? (the date, time)

4) where is the occasion?

5) purpose of inviting?

- to give a speech/talk
- to declare the opening of a building, event
- to attend a meeting
- etc.

Turn to the next page.

Exercise 4

For a quick revision on writing formal letters, do the exercise below.

Match the sentences below with the correct parts of the letter. The first one has been done for you.

1. Mr. George Pillai
2. Thank You
3. Dear Mr. Pillai
4. Ricky Ling
   Secretary Sekolah Sri Inai
   Kuala Lumpur
5. Sekolah Sri Inai
   Jalan Selamar
   47100 Kuala Lumpur
6. Invitation to speak
7. 24 May 1998
8. Yours faithfully
9. Director,
   State Education Department
   Jalan Abu
   79100 Kuala Lumpur

A. _____ (5)
_____
_____

B. _____
C. _____

D. _____

_____
E. _____
F. _____
_____
_____

G. _____
H. _____
I. _____
_____
_____

If you have finished, check your answers on page 33. After checking your answers, turn to the next page for the post-test.

Post-Test

Part 1

Answer all the questions.

Circle the correct answer.

1. A. The sender should write his/her name and address on the top left hand corner of an invitation letter..

   B. The recipient's name and address should be written on the top left hand corner of an invitation letter.

   C. The sender should write his/her name and address on the top right hand corner of an invitation letter.

/5

2. A. The purpose of the invitation should be stated clearly after the greetings in the letter.

   B. The purpose of the invitation should not be stated clearly after the greetings in the letter.

   C. The purpose of the invitation should be stated clearly before the greetings in the letter.

/5

3. A. The sender can used `flowery' language in writing letters of invitation.

B. The sender can use a combination of a few languages in the letter as long as the recipient understands it.

C. The sender should only use formal and business like language in the letter.

/5

Total marks /15

Part 11

You receive a memo from your boss saying that you are required to write a letter of invitation to the person concerned. The information written in the memo, is as below.

The occasion	-	Maybank `Family Day'
Invite	-	Dr. Chong Kam Leng
		President of MCA
		Sungai Siput, Perak
Date	-	1st April 1998
		@ 10.00 a.m.
Place/Venue	-	Maybank Concourse
		Jalan Sultan
		84122 Sungai Siput, Perak
Purpose	-	to give a speech and the prizes away.

You, as the secretary to the Manager of Sg. Siput Maybank branch are required to write a letter of invitation to Dr. Chong Kam Leng for the occasion mentioned above.

Turn to the next page for guidance.

This is the letter which will be sent to Dr. Chong Kam Leng.

Fill in the parts of the letter by matching the numbers in the letter with the phrases given on the next page

(1) _____
_____
_____ (5 marks)

---

(2) _____
_____ (5 marks)
_____ (3)_____ (1 mark)
(4) _____ (5 marks)
(5) _____ (5 marks)

The management committee of Maybank Sg. Siput cordially invites you

_____(6) (1 mark)_____ which will be held on _____(7) (1 mark)_____

at _____(8) (1 mark)_____ a.m. at _____(9) (1 mark)_____

2. Traditionally, the bank organizes _____(10) (1 mark)_____

and _____(11) (1 mark)_____

3. I have been granted the privilege of inviting you _____(12) (1 mark)_____

We would be also honoured if you would _____(13) (1 mark)_____

and give _____(14) (1 mark)_____

4. Kindly let us have _____(15) (1 mark)_____ to enable us to make

_____(16) (1 mark)_____ and to print _____(17) (1 mark)_____

Thank you

Yours Sincerely,

(18)

_____
_____ (2 marks)
_____

1. Sender's name and address

2. Recipient's name and address

3. Today's date

4. Greetings

5. Title

6. Choose the correct answer,
   - to our Bank's 10th anniversary
   - to our Bank's Family Day

7. Date of the occasion

8. Time of the occasion

9. Venue

10. Choose the correct answer,
    - a concert
    - a circus

11. Choose the correct answer,
    - prize-giving ceremony to the participants/employees
    - a magic show

12. Choose the correct answer,
    - as our committee member
    - as our guest of honour

13. Choose the correct answer,
    - give a speech
    - give a demonstration

14. Choose the best answer,
    - give the prizes away
    - donations to the poor

15. Choose one,
    - early reply
    - late reply

16. Choose one,
    - quick decisions
    - the necessary arrangements

17. Choose the best answers,
    - the souvenir programme on time
    - magazines for the bank

18. Your name and address

Turn to the next page for answers.

Answers

Exercise 1 : Page 17

Managing Director
Garden International School
Jalan Peel
Kuala Lumpur

Andrew Hill
The Head
Mount Longfield College
Jalan Bakar
Petaling Jaya (any date after 10 July 1998)

Dear Mr. Andrew,

<u>Acceptance of invitation</u> (or any other suitable title)

Exercise 2 : Page 22

1. celebrating
2. occasion
3. committee
4. anniversary
5. on behalf
6. invited
7. management

Exercise 3 : Page 23

brat	cent	rice	tie	belt
ratio	born	rice	tear	ban
iron	action	tone	rat	
tin	election	ration	rent	
bra	clear	brain	rain	
let	cone	on	ran	

Exercise 4 : Page 26

B.	(1)	F.	(6)
C.	(9)	G.	(2)
D.	(7)	H.	(8)
E.	(3)	I	(4)

Post-test

Part 1

(1) Maybank Sdn. Bhd.
Jalan Sultan
84122 Sungai Siput, Perak.

(2) Dr. Chong Kam Leng
President of MCA
Sungai Siput, Perak

(3) Today's date

(4) Dear Dr. Chong

Part 11

1. A
2. A
3. C

(5) Invitation to Maybank's `Family Day'
(or any other suitable title)

(6) to our bank's Family Day

(7) 1st April 1998

(8) 10.00 a.m.

(9) Maybank Concourse

(10) a concert

(11) prize-giving ceremony to the participants/employees

(12) as our Guest of Honour

(13) give a speech

(14) the prizes away

(15) early reply

(16) the necessary arrangements

(17) the souvenir programme on time

(18) your name and address (the bank's address)

Finished checking your answers?

Now, you can turn to the next page to look at the scores schedule.

Scores Schedule for Post-Test

The total score for this test is 50 marks which consists of Part 1 (15 marks) and Part 11 (35 marks).

For Part 1, each correct answer carries 5 marks.

For Part 11, some of the questions carry 5 marks each, and some, 1 and 2 marks each.

If your answer is wrong, you will get a `0' mark.

Count your score, now:-

Part 1		Part 11		Total
/15	+	/35	=	/50

Check your scores with the schedule below:-

Scores	Comment
Above 42	Good
21 – 41	Average
0 – 20	Poor

So, how did you do? If you did well, you are excellent. But if you did not do well, don't be disappointed. You can always try again. Refer to the notes in the module again.

Happy Learning

Below is an assignment for you to complete.

Assignment

Write a letter of invitation on behalf of the Managing Director of Malaysian Airlines System (MAS) inviting The Director of Renong Sdn. Bhd. to be the guest speaker at an International Conference to be held on 20th November 1998 at 9.00 a.m. at Petaling Jaya Hilton Hotel.

Write the letter within thirty to forty minutes. You may add in any other relevant information.

When you have finished, send the assignment to me. This assignment carries 100 marks.

Good Luck!

FEEDBACK QUESTIONNAIRE

Personal Particulars

Please answer all the questions

1) Course :

2) Year of course :

3) Age :

4) Year of SPM :

5) Grade for English at SPM level :

6) Working experience :
(if any)

Please answer all the questions

1a) The learning outcomes of the module were stated in the beginning of the text. Did you understand what was meant by the learning outcomes?

Yes ☐ No ☐

b) If your answer for question 1 is `No', please explain.

_____

_____

2a) How did you do in your pre-test?

Good ☐ Average ☐ Bad ☐

b) What was your total score in the pre-test?

_____

3a) How did you do in your post-test?

Good ☐ Average ☐ Bad ☐

b) What was your total score in the part test?

_____

4) Do you think this module has helped you in writing letters of invitation?

Yes ☐ No ☐

5a) Did you answer all the questions in the activities given in the module?

Yes ☐ No ☐

b) If `No', please say which ones you did not try to answer and why?

6a) Did you understand what the assignment was asking you to do?

Yes ☐ No ☐

b) If No, please suggest how the assignments might have been made clearer to you.

7) How long did you spend on this module?

Less than 1 hour ☐

1 – 2 hours ☐

2 – 3 hours ☐

More than 3 hours ☐

8) Did you need a teacher to explain to you what you had to do when you were working through the module?

Yes ☐ No ☐

9) At the end of the module, were you able to write a letter of invitation?

Yes ☐ No ☐

10) Was the number of examples in this module

Too few ☐

Too many ☐

About right ☐

11) Do you think you would want to use a module to help you learn English in future?

Yes ☐ No ☐

12) Which part of the module did you find most interesting and enjoyable?

Tick (✓) only one.

1) The beginning of the module ☐

2) The tips on writing letters ☐

3) Grammar section ☐

4) Vocabulary – words Are fun ☐

5) The assignment ☐

6) The feedback and comments ☐

7) Others (please state) ☐

_____

13) Did you face any problems while going through this module?

Yes ☐ No ☐

14) If `Yes', what are some of the problems? You may tick (✓) more than one.

a) The contents of the module were too much and confusing. ☐

b) The language used in the module is too difficult. ☐

c) The instructions were not clear. ☐

d) The exercises were too difficult. ☐

e) The grammar exercise given in the module was difficult. ☐

f) The answers in the module were not clear. ☐

g) Others (please state). ☐

_____

15) What suggestions do you have to improve the module that you have just completed?

_____

_____

Thank You