MEMO

DATE: May 18, 2011

TO: Professor Julie Hall

FROM: Business English 185 Student

SUBJECT: How to get a Good Grade in Business English 185

Dear Future Student:

It is easy to get a good grade in Business English if you follow the course work materials the teacher provides you at the beginning of class.

Make sure you read all chapters. Complete the Reinforcement Exercises after each chapter and Self-Help Exercises in the back of the book. Review all PowerPoint presentations before you take the tests.

When taking the tests, make sure you do not wait until the last day. After taking the first test, go back and re-read any parts-of-speech that you missed. Then go back and take the test again. Take the test as many times as you need until you get 100 percent.

Make sure that you participate in the discussions. Write your response early so that you have a lot of time to do the course work. Check for replies every day, so that you do not have a whole bunch the next time you go in. Be sure to read all comments and then comment on one or two of them.

When completing the writing assignments, start early. Complete a rough draft and then put it down for a day or two. When you go back it will be fresh and new, and you may see mistakes that you have made. Make sure that you pay attention to the things you learned in the chapters- as that is what you are being graded on-as well as the other parts-of-speech.

Pay attention to the way the teacher has asked you to turn in assignments, and the way to address them. Can you follow the instructions?

Last, but not least. Check your grades from time to time as no one is perfect. ☺