

## Week 1: Reminder email

Dear All,

Hope your week is progressing well.

I see you've put some pertinent thoughts onto the discussion boards re: feedback on your teaching. It will be interesting to see what others think and the feedback approaches they take. Let me remind you of three things please:

1. I'm looking forward to seeing you in this Fridays' tutorial (at 2pm BST). XXXX will be there too. Please send me any questions you have 48 hours in advance of the tutorial so I can ensure I cover those topics (XXXX@manchester.ac.uk).
2. Looking ahead, remember your formative assignment is due next Wednesday (XXXX) and you'll be asked to complete the peer review activity by Thursday (XXXX) next week. Make space in your diaries to accommodate these tasks!
3. We won't have a coffee o'clock after the next few tutorials (unless you want us to carry on with them). You're getting to know one another a bit better now which is really great.

See you on Friday if I don't hear from you before then. Enjoy the rest of your week.

Best Wishes,

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