

## Week 2: Formative Deadline Reminder Email

Dear All,

Hope your week is progressing well. Please let me remind you of a few things:

1. The deadline for submitting your 1 page plan for the formative assignment is today at 4pm.
2. You'll have from 4pm this afternoon until 4pm tomorrow to provide feedback on your colleague's plans. Thank you for engaging with this. The feedback you provided last time was very clear and helpful in shaping the discussion around the assessment.
3. I'm looking forward to seeing you at this Friday's tutorial. XXXX will be there too. If you have any questions you'd like us to tackle please send them 48 hours in advance of the tutorial.

I hope this is OK. Your comments on the discussion boards continue to be thought provoking – thanks for engaging with them and each other. You are building a lovely (and helpful) community of practice.

Best Wishes,

XXXXX