

Business and Technical Writing



ASSIGNMENT # 04

Submitted By
QASIM ALI (20P-0070)
Submitted to : Noreen Shah
(INSTRUCTOR CS)

DEPARTMENT OF COMPUTER SCIENCE

**FAST NATIONAL UNIVERSITY OF COMPUTER
AND EMERGING SCIENCES, PESHAWAR**

Session 2020-2024

Title: Requesting the Introduction of a Reading Week to Improve Students' Exam Success

Introduction:

- A reading week is a dedicated period within the academic calendar where students are given a break from regular classes and coursework to focus on self-directed study, exam preparation, and catching up on academic work.
- The central purpose of this presentation is to advocate for the inclusion of a reading week in the academic schedule, emphasizing its potential to enhance students' exam success and overall academic performance.

Background:

- Academic Challenges: Students often face challenges in balancing their coursework, assignments, and preparation for exams, especially during the exam period.
- Stress and Burnout: The pressure of exams can lead to stress and burnout, negatively affecting students' mental and emotional well-being.
- Diverse Learning Styles: Students have diverse learning styles, and some may require additional time for effective revision and consolidation of course materials.

The Role of a Reading Week:

1. Structured Study Time: A reading week offers students a structured and uninterrupted period to focus solely on their studies. This time can be used to review course content, complete assignments, and engage in self-assessment.

2. Comprehensive Revision: Students can engage in comprehensive revision, ensuring they have a solid grasp of the course material. This can lead to improved understanding and retention of the subject matter.

3. Reduced Stress: By providing a dedicated study period, a reading week helps reduce the stress associated with exams. Students can manage their time effectively, plan their study schedules, and alleviate the last-minute cramming often seen during regular coursework.

4. Enhanced Time Management Skills: A reading week encourages students to develop time management skills as they plan and structure their study sessions. This skill set is valuable for both academic success and future career endeavors.

5. Support for Diverse Learning Needs: Students have different learning paces and preferences. A reading week accommodates these differences by allowing students to tailor their study methods to their unique needs.

Gathering Support:

- To make a persuasive case for the introduction of a reading week, it is crucial to gather support from various stakeholders, including students, faculty, and administrators.
- This support can be garnered by presenting research and data from other educational institutions that have successfully implemented reading weeks, highlighting the positive impact on exam success rates and student well-being.

Logistical Considerations:

- Addressing potential concerns and logistical challenges is essential. These may include adjusting the academic calendar, ensuring that essential curriculum coverage is maintained, and addressing any faculty concerns.

Conclusion:

- A reading week has the potential to significantly benefit students by improving their exam success, reducing stress, and promoting effective learning practices.
- The presentation aims to demonstrate that implementing a reading week is a feasible and worthwhile initiative that aligns with the institution's commitment to providing a high-quality education and fostering student well-being.
- By advocating for the introduction of a reading week, the institution can support its students in achieving academic excellence and overall personal development.