

Ms. Pam Smith,
2A Mercer's Road,
London N19 4PJ.

18th January, 1984,

Dear Pam,

re* Course in Mental Health Issues

I forgot to mention to you this morning that it is customary at Bedford College for each student to fulfil certain course requirements. These are stipulated by the tutor in charge of the course and may, in your case, involve x number of verbal presentations or x number of essays. The actual amount is usually a result of negotiations between students and staff.

The point of this exercise is that lack of course fulfilment by a given date might mean non-inclusion for the student in the examination. Though, in principle, according to Bedford College student handbook, they are advised of this procedure, it is prudent to remind them of this requirement at the beginning of a course.

Yours sincerely,

Marion Ferguson.