Memo

**From : Cynthia Amoako Prempeh**

**To : The Headmaster**

**CC : Asst Headmaster**

 **Head of Department**

**Date : 5th November 2019**

**Subject : Request for items for Clothing and Textile practicals**

I refer to our periodic discussions on the above subject regarding the success of the form three students and those in the junior class, and with due respect draw your attention as follows:

* That come 2019 /2020 the form three students will be taking their WASCE.
* That preparations so far are mostly on theory which I believe they will do well.
* That regarding the practicals which is also an important aspect of the subject, little had been done due to inadequate practical items like machines, scissors etc.
* That the late acquisition of the items will impact negatively on the students’ performance at WASCE 2019/2020 and their juniors.

Grateful therefore, you will try to provide the necessary items to ensure success of our students.

Your prompt action will be very much appreciated.

Thank you.

Cynthia Amoako Prempeh