

National Correspondence Institution

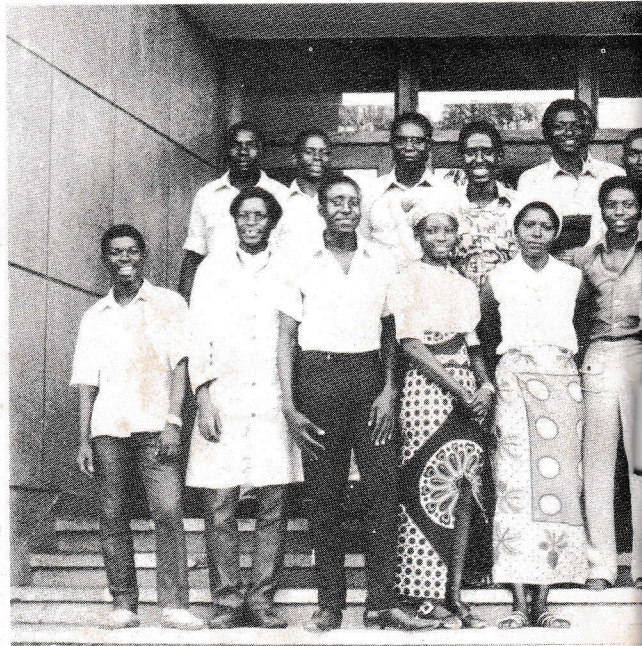




Fr. D. Mbunda

Tanzania's National Correspondence Institution welcomes you as one of its many thousands of students. This booklet is sent to you with your first study material to introduce to you the Staff of the National Correspondence Institution who will be helping you with your studies.

This booklet will also show you in pictures how the work of preparing your study material and teaching you is carried on in the National Correspondence Institution.

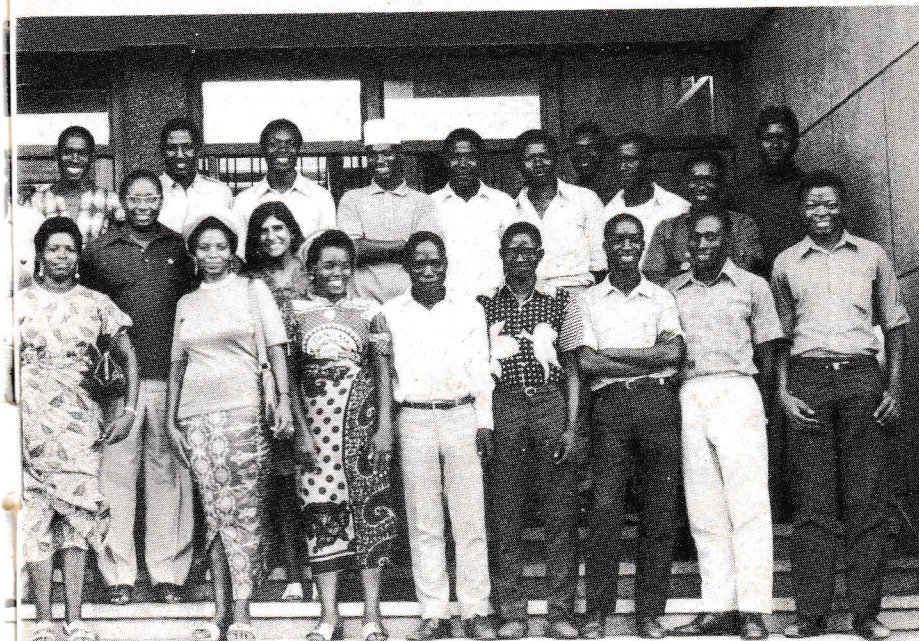


Your National Correspondence Institution was founded as a Department of the Institute of Adult Education while Mr. P.J. Mhaiki, at present Principal at Kivukoni College, was Director of the Institute from 1970 to 1973.

Technical aid was given by Sweden in a grant for equipment, a proportion of running costs for the first five years, and the services of five expatriates with skills in teaching by correspondence and radio.



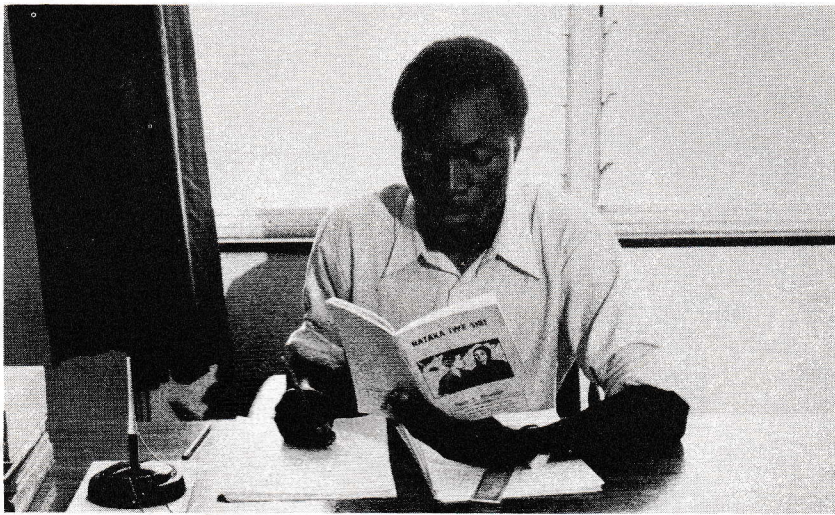
P. J. Mhaiki



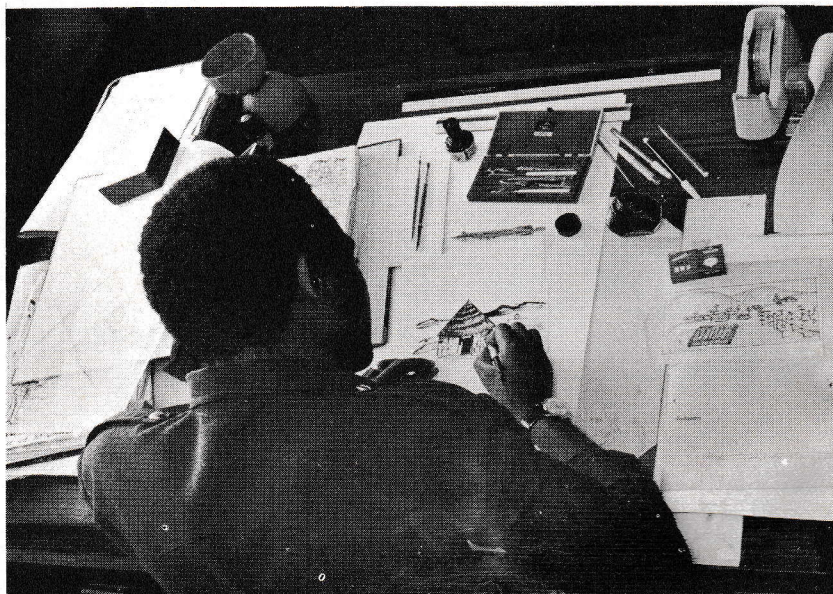
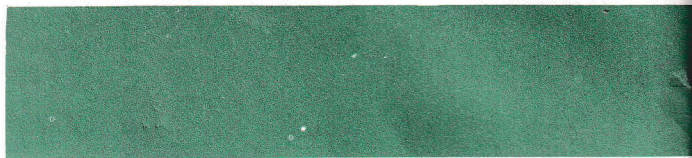


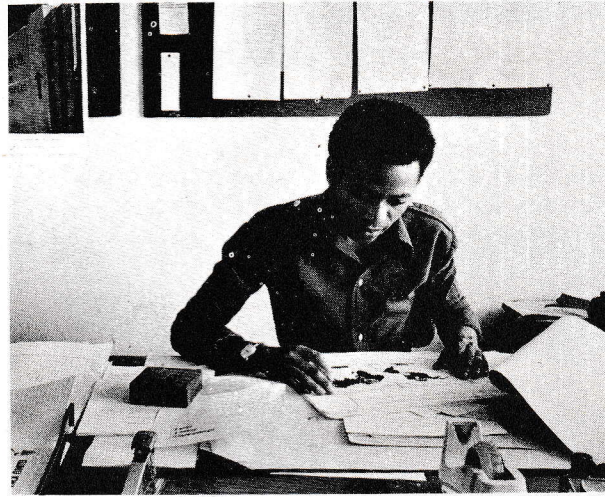
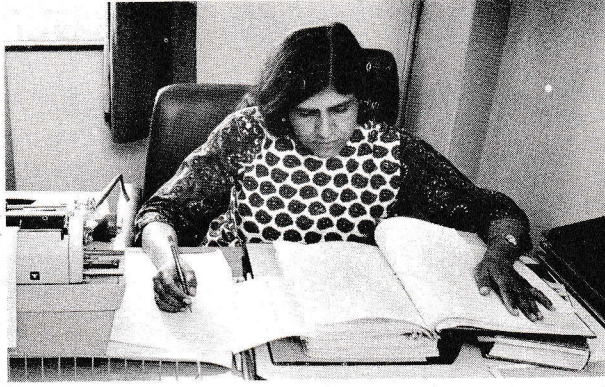
The first step in teaching by correspondence is the writing of your course of instruction. The writing of a correspondence course takes much care and time. Writers must consult many books and authorities to collect all the information to put into correspondence lessons.

Writers must also prepare many exercises for you. These exercises must help you to learn. Also from the way you answer these exercises they must show your tutor if you have fully understood your lesson, or if you need more help. Your tutor will give you this help in comments on your answers.

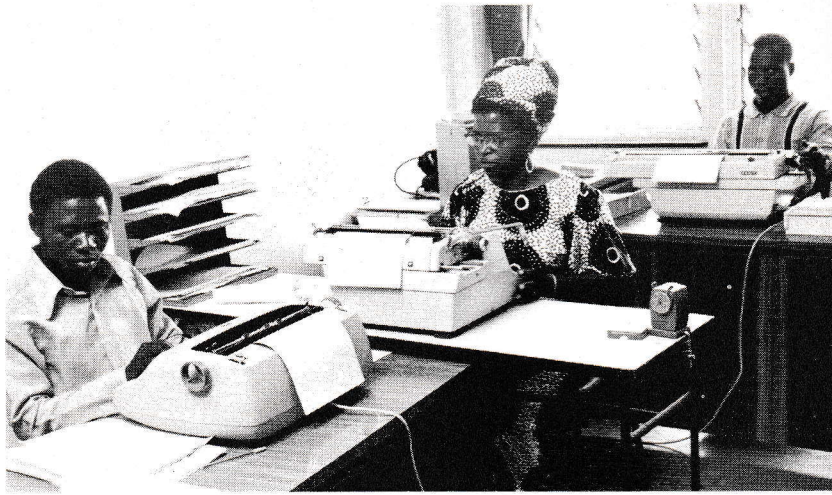


Pictures and diagrams help your teachers to teach and help you to learn. Illustrators prepare all the drawings your teacher wants for teaching certain points in the correspondence lessons he is writing.



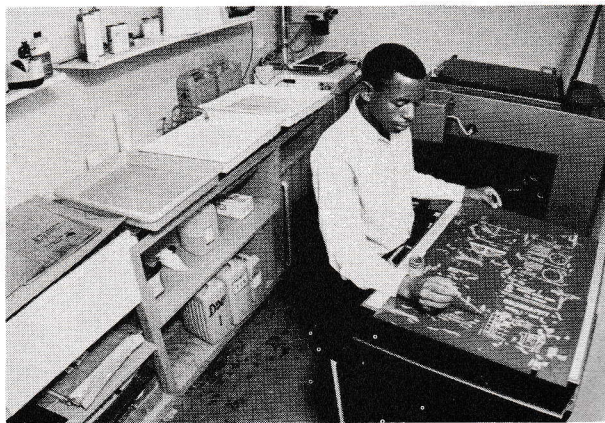


When the correspondence lessons are ready editors prepare the course for printing. They have many consultations with writers and illustrators.
The preparation of every correspondence course needs good team work.

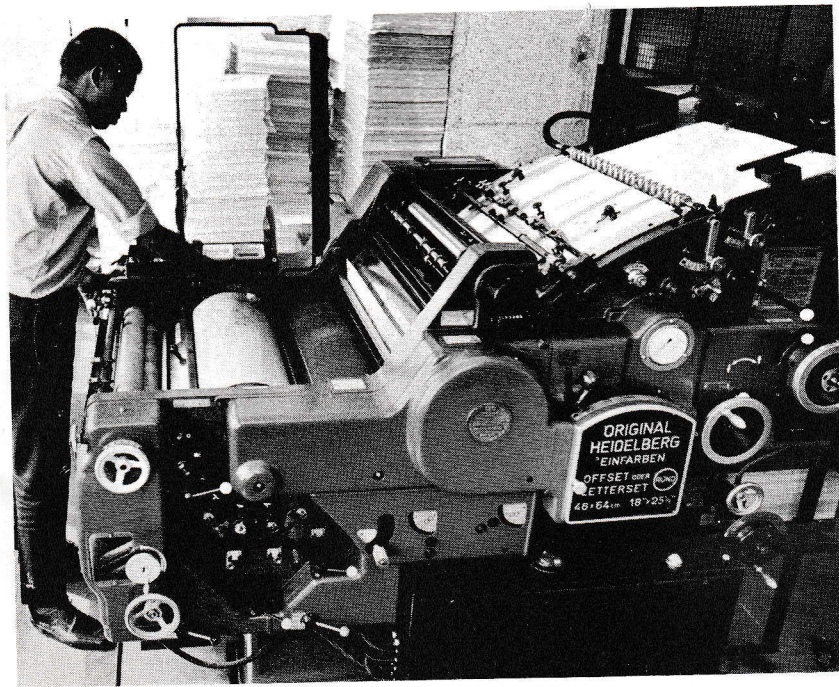


The final copy is typed on electric typewriters and the pictures are fixed in their correct positions.

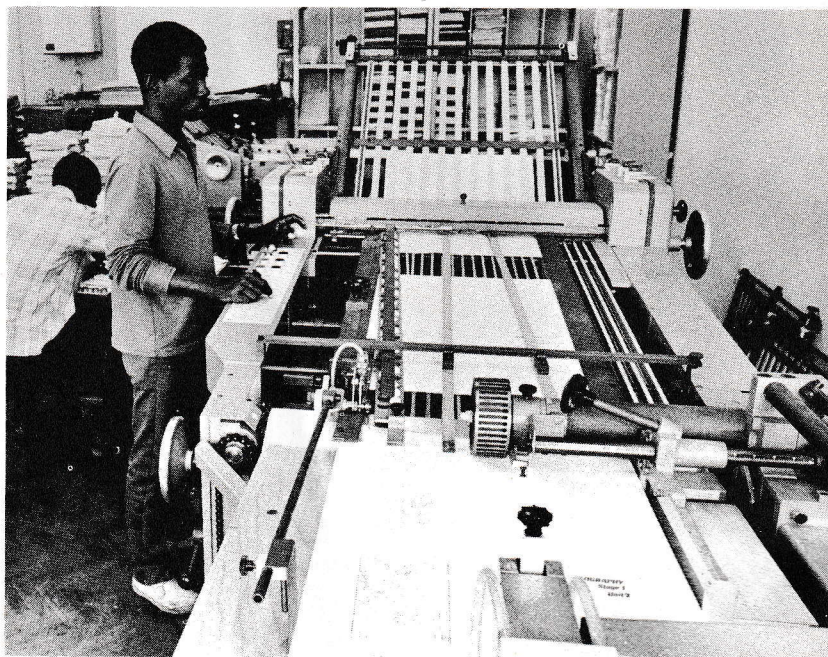
Each prepared sheet of a correspondence course goes to the photographer to be photographed and made into a plate for the printing machine.

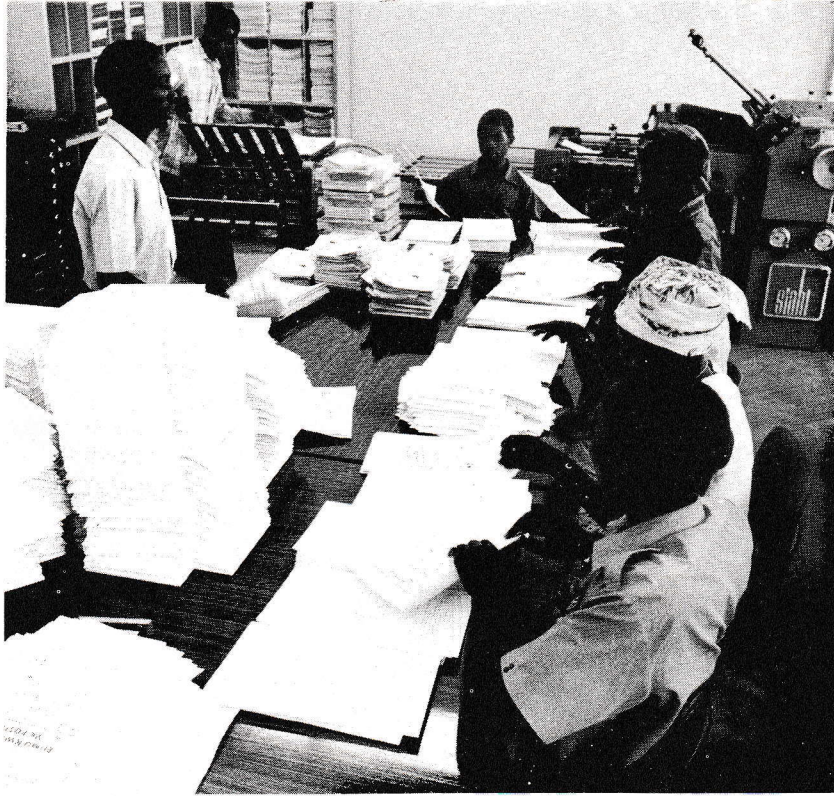


Machine Operators put the plates on to offset printing presses which print 5,000 impressions every hour.

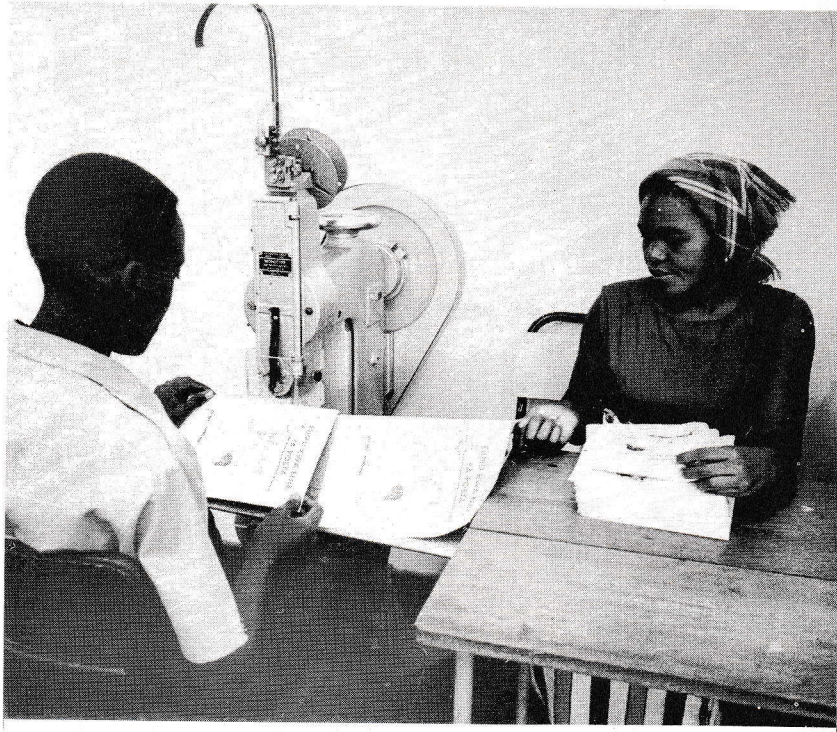


All the printed sheets pass through a folding machine which folds each sheet twice.



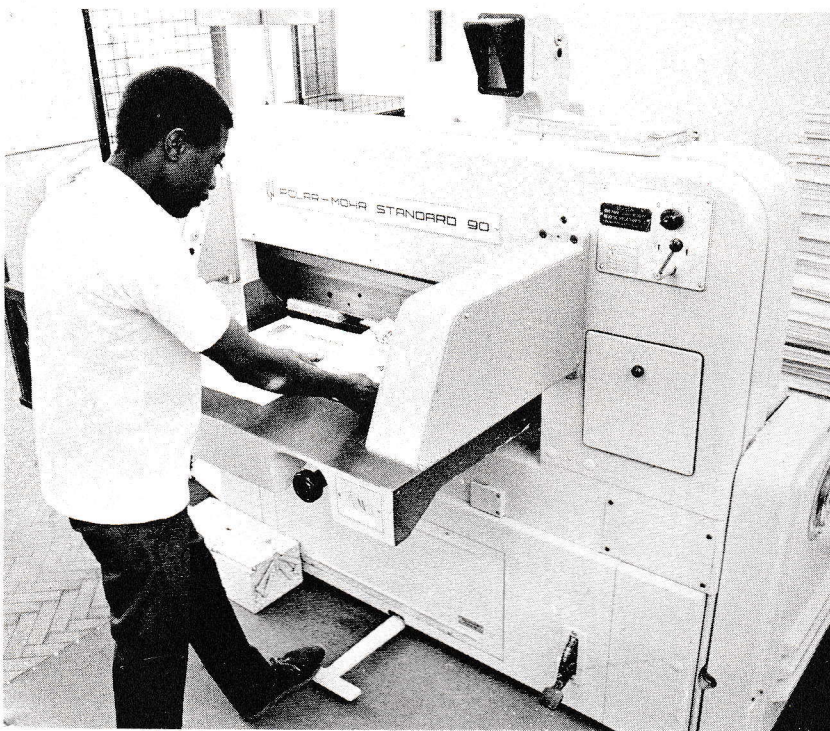


Many hands working very quickly assemble the folded sheets into page order.

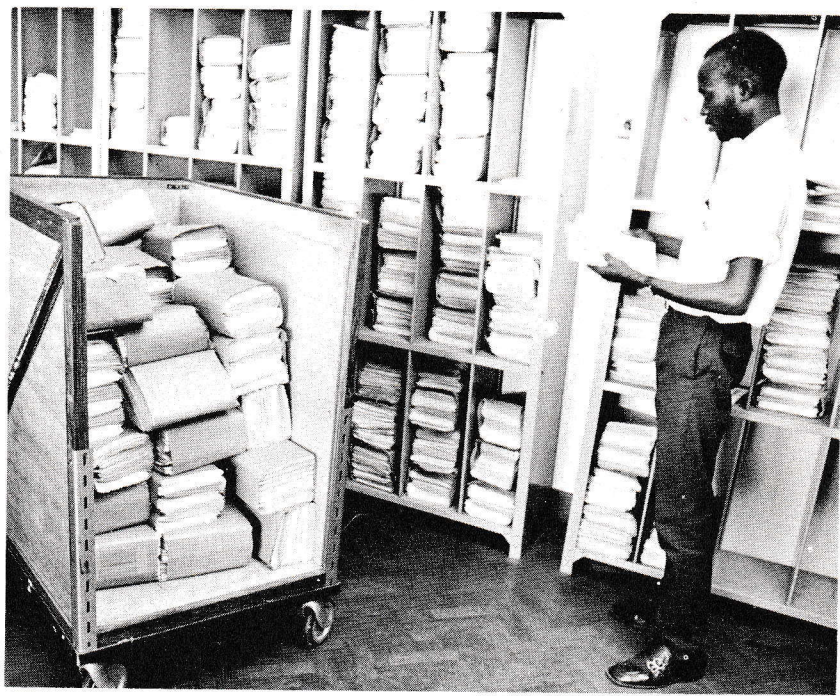


All the assembled booklets must then be stitched by an electric stitching machine.

The stitched booklets are trimmed by an electric guillotine.

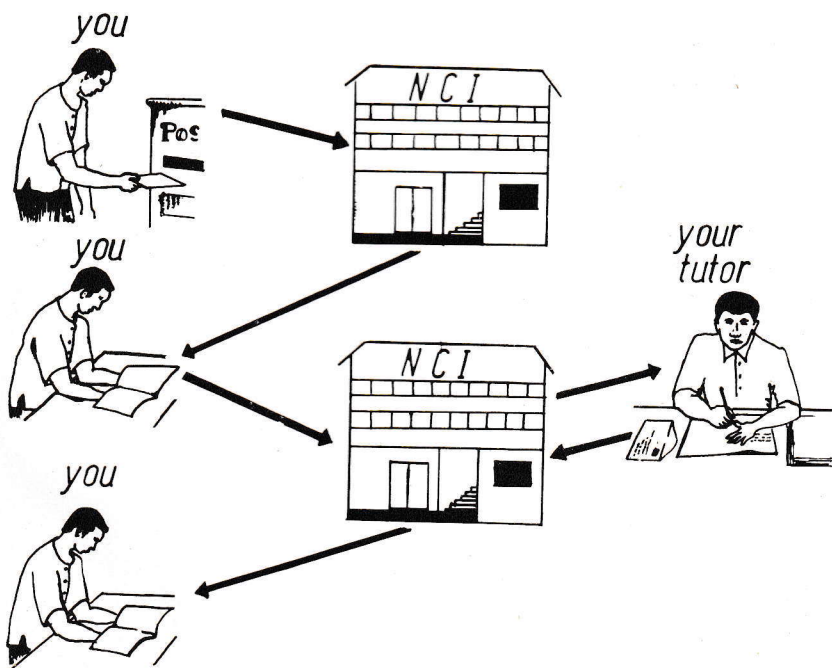


The completed booklets are then stored ready for despatch to you as you need them.



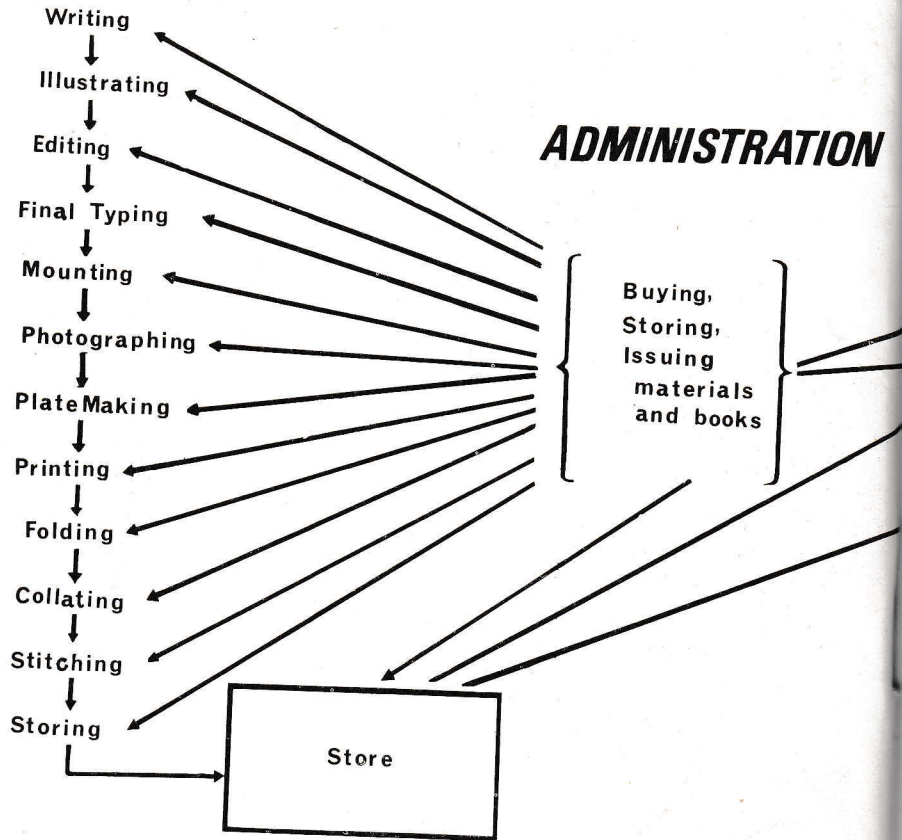
The story of the National Correspondence Institution has two parts. You have now read the first part which tells how your correspondence lessons are prepared. The second part tells how these lessons are sent to you and how your tutor helps you. You will see pictures illustrating this story on pages 18 to 27.

The drawing below shows the flow of communication between you and the National Correspondence Institution.



These pages show how all parts of the work of the National Correspondence Institution are linked together.

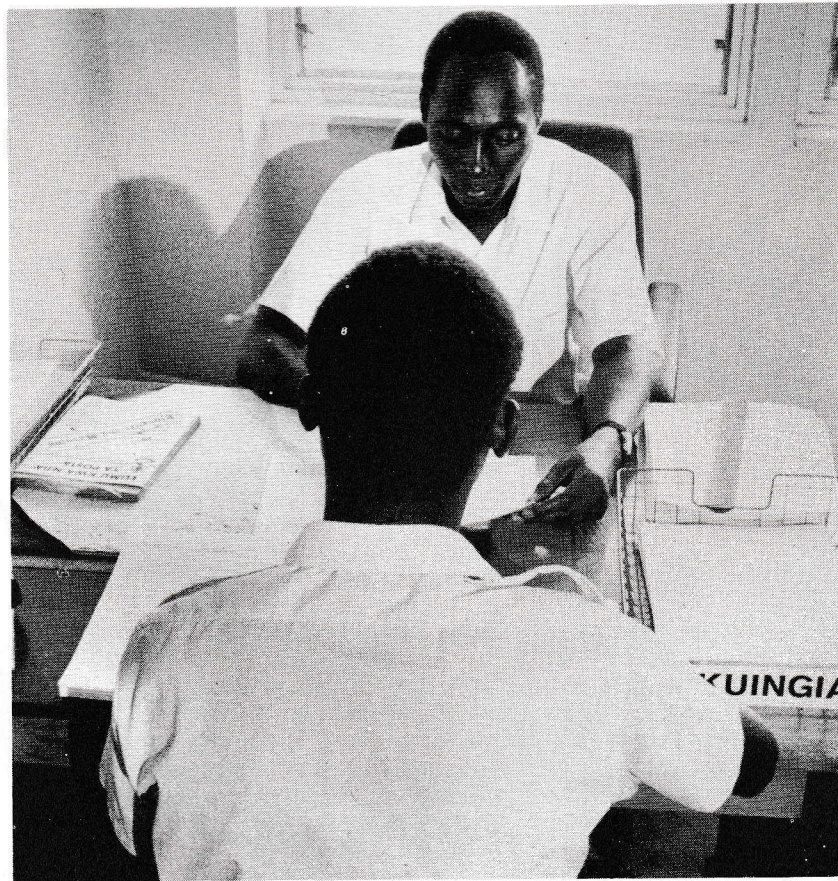
PREPARATION of TEACHING MATERIALS



If you have enquired about a correspondence course your enquiry has been filed, with all the other enquiries for it. When the course is ready you will receive a letter and Enrolment Form. You can then enrol at any Regional Centre of the Institute of Adult Education or by post.



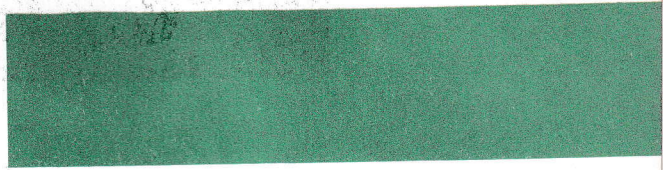
You may want advice about your studies.
Counsellors give it to you by letter or
interview.



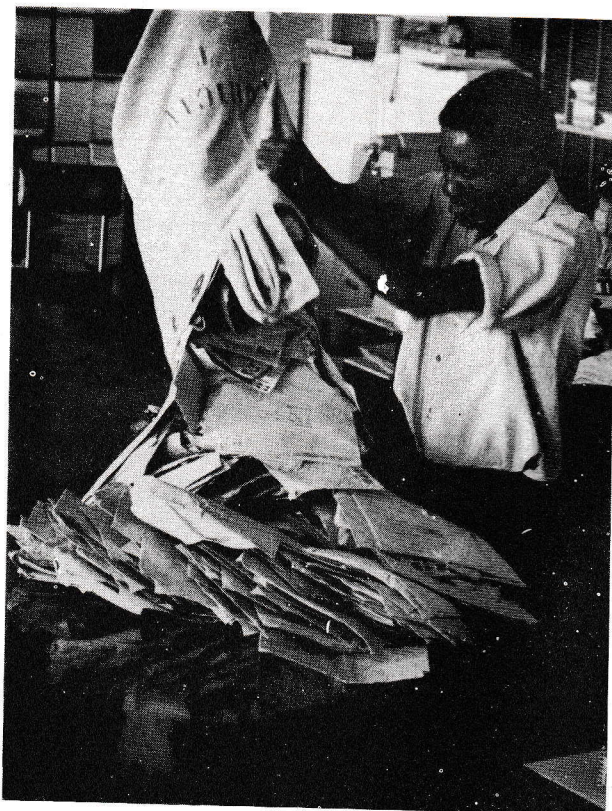


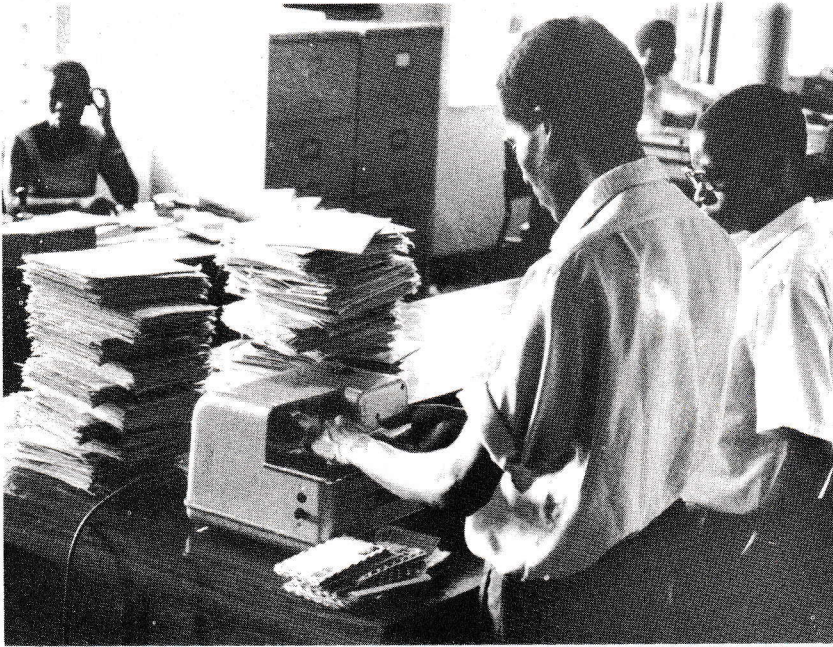
As soon as you enrol you are given a Student Registration Number. Among thousands of students many have the same names. It is then only your Student Registration Number which keeps your progress record accurate. It is most important that you always write correctly your student Registration Number on every letter and Answer Book you send to the National Correspondence Institution.

As soon as you are registered you receive your first study material either in person or by post.

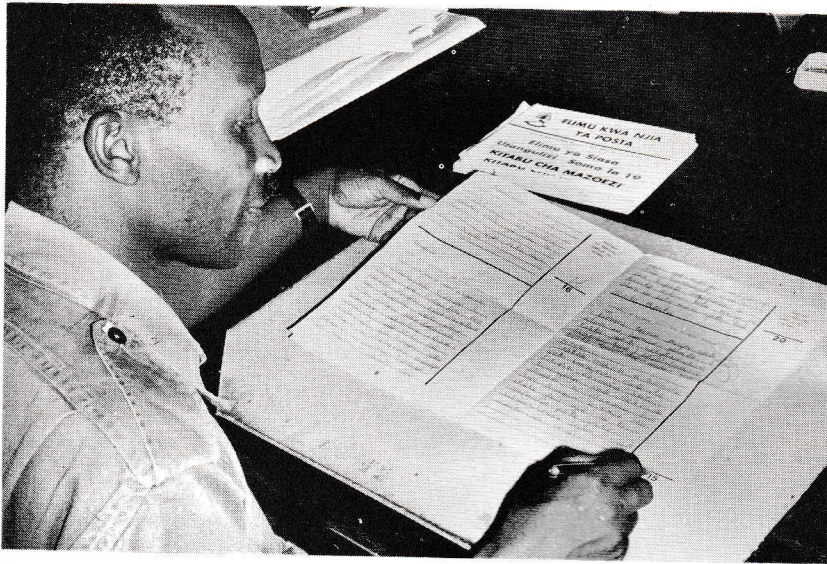


A special student service section looks after all students who are studying correspondence courses. The work of every day begins early in the morning with the arrival of the in-coming mail bags.



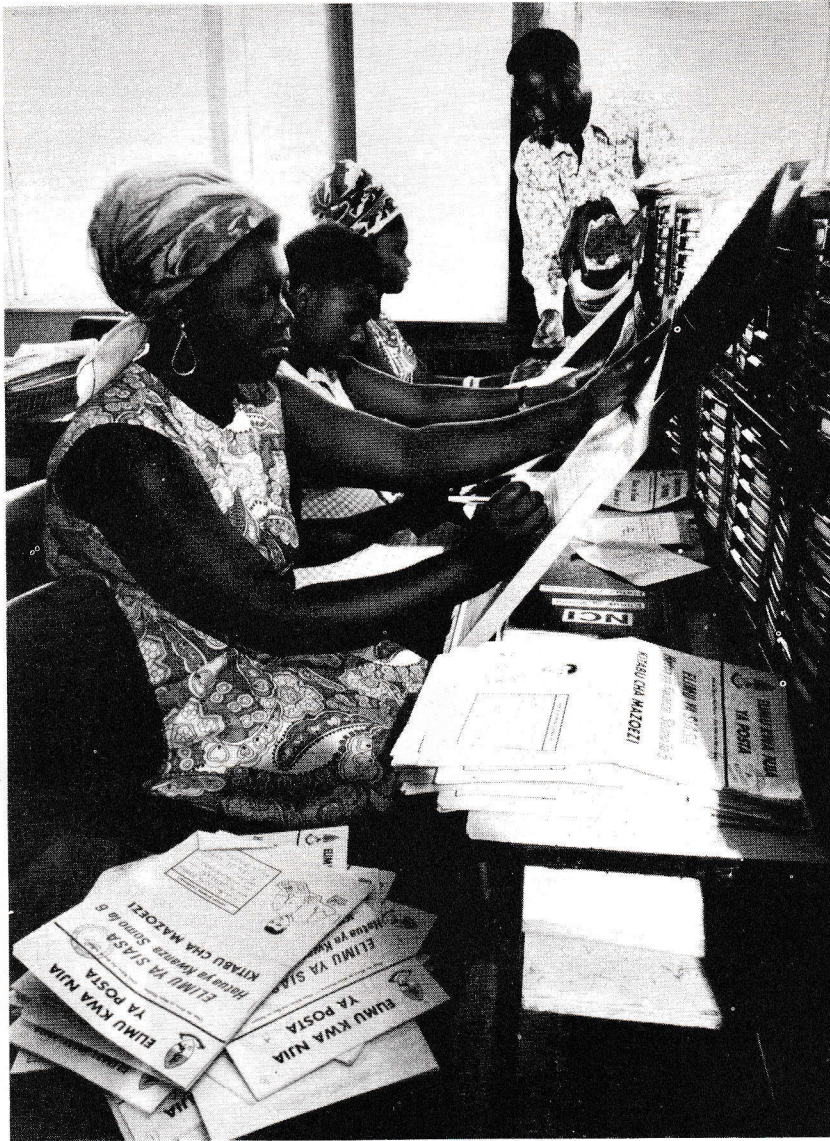


Very quickly all mail is sorted and passed through an electric letter opener.



Your Work-Book goes immediately to your tutor who reads it, gives you the marks your work earns, and writes on it any comments you need to give you more help.

All your corrected Work-Books go to recorders who enter your marks on your Record Cards.





In the afternoon many hands prepare the corrected Work-Books for posting.

The day's work ends with the out-going mail bags being delivered to the Post Office.



Tutors of correspondence students meet to discuss plans for helping students with their studies.

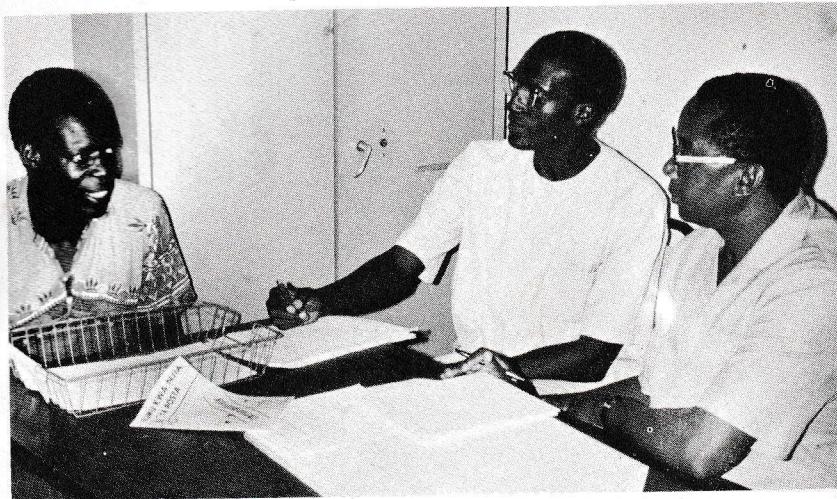




Some correspondence courses are supported by radio programmes. Radio and correspondence tutors prepare and record these programmes.

A punch card machine helps to carry out research about correspondence students to guide the National Correspondence Institution in planning its programme.





And the planning of a programme of development is guided also by the requests for studies which you make either in your letters to the National Correspondence Institution, or when you meet members of its staff.

From time to time the Head of the National Correspondence Institution and members of his staff visit the regions so that you can meet them and talk about your studies with them. We want to give you all the help we can.

Our best wishes go to you as a student of your National Correspondence Institution.

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