**Application Writing Format**

**Address (your)**

**Date**

**Recipient’s Name**

**Recipient’s Designation**

**Recipient’s Address**

**Subject: ALL LETTTERS CAPITALIZED EXCEPT prepositions *(a proper statement e.g.,* Application for ….)**

**Dear Sir:**

***Usually, an application has three main paragraphs. It is precise, has simple effective vocabulary, & is outcome based.***

**Explain purpose *(what compelled you to write;* e.g., I would like to request for …)**

**Give reason for writing *(e.g. leave etc.; including details/ facts)***

**Closing paragraph *(call for desired action and courteous close)***

**Yours sincerely,**

**--Your signature--**

**XYZ (your name)**

**BEEE 1C**

**Contact no. (Write either)**

**Email: xyz@lhr.nu.edu.pk**

**Application Writing Rubric**

|  |  |  |
| --- | --- | --- |
| **Format Application Writing** | Sender’s Address  Date  Receiver’s Address  Salutation  Complimentary Close | **0.5 – 1.5** |
| **Subject** | **0 – 1.5** |
| **Content** | **Introduction**  Purpose Statement | **0 – 2** |
| **Body**  Reasons  Factual Details/ Specific Information | **0.5 – 4** |
| **Conclusion**  Call to Action  Courteous Closing off | **0 – 1** |
| **Tone**  Formal/Business-like expression  Positive Language | * 1. **– 2** |
| **Language** | Grammar/Sentence Structure Spellings/Vocabulary Punctuation Spacing among paragraphs | **0.5 – 3** |
| **Total** |  | **2 – 15** |