

Assignment 4

Instructions: Plagiarism in the assignment is strictly not allowed. If are found copying content from the internet, you will be awarded 0 marks in the sessionals (30 percent weightage!). In an event of two students copying from each other, both will be awarded 0 marks in the sessionals.

Task 1

Write a recommendation letter for yourself on behalf of your referee. Please keep the best practices taught in class in consideration when writing the letter.

Task 2

Write an email to the instructor of this course suggesting ways on how this course can be improved for the future batches. Keep the following things in mind.

- Identify who should be in the “to” and “Cc” line of the email?
- Use an appropriate subject line.
- Properly structure your email.
- No grammatical mistakes. Use grammarly extension.
- Use appropriate signature in your email.

Note: You are not required to send an actual email. Submit the email in word/Pdf format.