

from: **Abdul Rehman FastNU** <l191135@lhr.nu.edu.pk>
to: **Atiqa Iftikhar** <atiqa.iftikhar@lhr.nu.edu.pk>
date: Sep 29, 2021, 4:21 AM
subject: Attending the communication class to advance on my communication skills

Respected Ms Atiqa,

Assalam-o-Alaikum, I hope you are doing well in this pandemic.

I am a student of Technical and business writing of section BCS-5C.

I have done my matriculation studies from Government school and my intermediate studies from Government College. Both of them are Urdu medium institutes. I am taking this course to improve my English skills and have an excellent command of this language.

My career goals are to become a virtual technology game designer at Microsoft. To achieve my dream, I will have to go abroad to research and develop this technology by working under the Microsoft institute in America. There, I will meet people coming from different cultures, home to languages unfamiliar to me. The only way for me to communicate properly and have efficient coordination with them is to have good skills in the art of the international language English.

Currently, my English skills are good but not excellent. I am good at writing, reading and listening in English. My speaking skills require further polishing.

Therefore, I hope to learn a lot from this course and look forward to your guidance.

I thank you for your time.

Regards,
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