Eng111

RECOMMENDATIONS

HOW TO WRITE A LETTER OF RECOMMENDATION?

The letter of recommendation should be submitted by the teacher. In the letter of recommendation, the teacher/professor should tell his own experience with the student

What we should mention in the letter of recommendation?

Dear Admissions Committee,

##in the first para we should mention how our professor knows us

It is my great pleasure to recommend Jonathan Baker for admission to the University of Connecticut's Mechanical Engineering Department. I have known Jon for 3 years and was delighted to serve as both his AP Physics teacher and Robotics Club adviser at Greenwich High School. During that time, I watched Jon grow into an outstanding individual who excels in both his academic and personal pursuits.

##in the second paragraph the professor should mention the abilities he has and works done by him during his study period

As Jon's teacher and adviser, I witnessed his extraordinary ability to quickly understand advanced physics concepts and then adeptly apply them to real-world situations firsthand. His senior year robotics project was particularly impressive: He designed, built, and programmed a robot that could climb any surface, no matter how smooth.

how did professors feel while he was teaching him

Jon's academic accomplishments are rivaled only by his strengths. His compassion and charisma are beyond his years and he is well-loved by his peers as well as all those who have had the pleasure of teaching him. Whenever any of his fellow students are having a difficult time or feeling down, he never fails to step in with an encouraging word and a smile.

I highly recommend you accept Jon into your Mechanical Engineering program. I am confident he will make an excellent addition to your university's community. Please feel free to contact me if you have any questions regarding his character or past academic work.

Sincerely,

Your Signature

Edmund Dudley

Physics Teacher

What we should have in our letter of recommendation:

- **What is the context of your relationship with the applicant? If you do not know the applicant well and are only able to write a summary, please acknowledge this**.

- **Does the applicant have any unusual competence, talent, or leadership abilities?**

- **How does the applicant interact with teachers? With peers? Describe their personality and social skills.**

- **What will you remember most about this person?**

- **If you know MIT, what leads you to believe MIT is a good match for this person? How might they fit into the MIT community and grow from the MIT experience?**

- **Has the applicant ever experienced disappointment or failure? If so, how did they react?**

<div align="right">

-MIT
</div>

Some of the words can be used in the recommendation letter

1st para:

- He is an outstanding young woman whose academic record may not fully reflect her ability
- he was one of the very top students in an extremely able group of mostly seniors
- Through hard work, she was able to develop a good understanding of the subject material.
- I am impressed with her aggressiveness, creativity, determination, and ability to schedule extracurricular activities around a full academic workload

What is the recommendation?

Recommendations should be given like of example see this

8. RECOMMENDATIONS

Example 1 :

Recommendations to keep the city of Chennai clean and green.

1. Planting of saplings, wherever possible, should be encouraged.
2. Cutting of trees, in the name of development should be severely punished.
3. Renewable sources of energy need to be used for transportation, for industrial and domestic purposes.
4. The vehicles must be maintained properly and emission testings must be compulsorily done for all the vehicles.
5. Waste segregation at source should be promoted and biodegradeable and non-biodegradeable wastes should be treated appropriately.
6. More number of dust bins can be placed in all the public places to curb the sprawling litter and people can be penalised for throwing the waste outside.
7. Awareness programmes can be conducted to make the public realise the importance of cleanliness.
8. Stringent punishment should be imposed on those who violate the rules and spoil the serenity of the place.

Example 2 :

b) Recommendations to maintain your computer in good working condition.

1. A corner of a larger room or a small room should be allotted to install your PC.
2. The area selected should have adequate space and several main sockets for connecting accessories.
3. The PC should be placed on a proper computer desk, with a sliding shelf for the keyboard.
4. An adjustable chair, which enables good posture and support for PC users should be used. The feet should comfortably rest on the ground.
5. The monitor should be positioned to avoid reflections.
6. The keyboard should be within easy reach that the hands and wrists are on level surface.
7. The mouse should be placed at the right place to minimise arm movements. Mouse mats should be used to avoid friction.
8. Software as per requirement can be installed in your system to enable workability. Using pirated CD's should be avoided.
9. After using your PC, all programs should be closed and system should be 'Shut down'.
10. The system should be covered when not in use and kept dust free.

Subject-verb agreement(concord)

Concorde means it is a grammatical agreement between two sentences

There are some rules for Concorde:

Rule 1: when the subject is singular the verb should be singular

- Ex: **She** (singular subject) **goes** (singular verb).
  The girls (plural subject) **go** (plural verb)

Rule 2: the nearest noun should be taken into consideration first

- Ex: If James fails his examination, his teachers, his parents, his friends, or <u>John</u> (……) to be blamed.

- The correct option to fill that blank space is, "is".

- To choose the correct verb, one needs to choose the nearest subject to the gap as the subject, which is John.

Rule 3: when **many a** is mentioned in the sentence the verb should be singular

Rule 4: when **a pair of** is used the verb should be singular

Rule 5: when parenthesis is used the verb should be taken according to the subject before the coma

- Ex: **The teacher,** not her students, **is** in the class.
  The correct answer is, **is** because (not her students) is just parenthesis, and parenthesis has nothing to do with choosing the verb.

- **The manager**, not many of his workers, **is** (not are) here now

Rule 6: Words like **"as much as, alongside, as well as, together with, no less than, in association with, including, like, with, and in collaboration with, etc".**The verb should be taken according to the sentence before these words

○ Example 1

Mary, as well as her friends, **is** (not are) beautiful.

The answer is, "is" because Mary is the noun that comes before as well as, hence Mary is the subject and it is a singular noun hence a singular verb.

○ Example 2

The little kids alongside their parents **are** (not is) here.

The answer is are not is because the little kids come before alongside. The subject is plural hence a plural verb

Rule 7: For **countable nouns**, we can take **singular/plural**

For **noncountable nouns**, we can take only **singular**

A **collective noun** takes a **singular verb** when the collection is considered as **one whole unit**, a plural verb when the individuals of the collection are considered.

Rule 8: When two subjects are joined together by **"and"** but the two subjects refer to only one person or thing, a **singular verb** should be used.

Rule 9: When two subjects are joined together by **and**, the verb to be used should be plural.

Rule 10:When a **collective name,** denoting category **(not a collective noun)** is used, the verb to be used must be plural.

Rule 11: when the **unit** is mentioned the verb should be **singular**

Rule 12: when **neither or either** is used the verb should be **singular**

Articles

What are articles?

Articles **"are a,an,the"**

Some rules for using articles?

1. use **a** in front of the **consonant sound**, and use **an** Infront of **vowel sound**
2. use **a,an** in front of **countable** nouns and use **the** front of **uncountable nouns**
3. use **a,an** in front of **singular nouns**
4. use **a, an unknown** to the user and use **the known to the listener**
5. use **a** or **an** to mention the category or the type of person
6. generalize with **plural or uncountable** nouns with **no article**
7. no articles in front of **places, people, languages, games, day name and some words like money, fish, happiness, chicken, life, undergrad**
8. we can use **the** infront of **group of country's like uk,usa**

impersonal passives

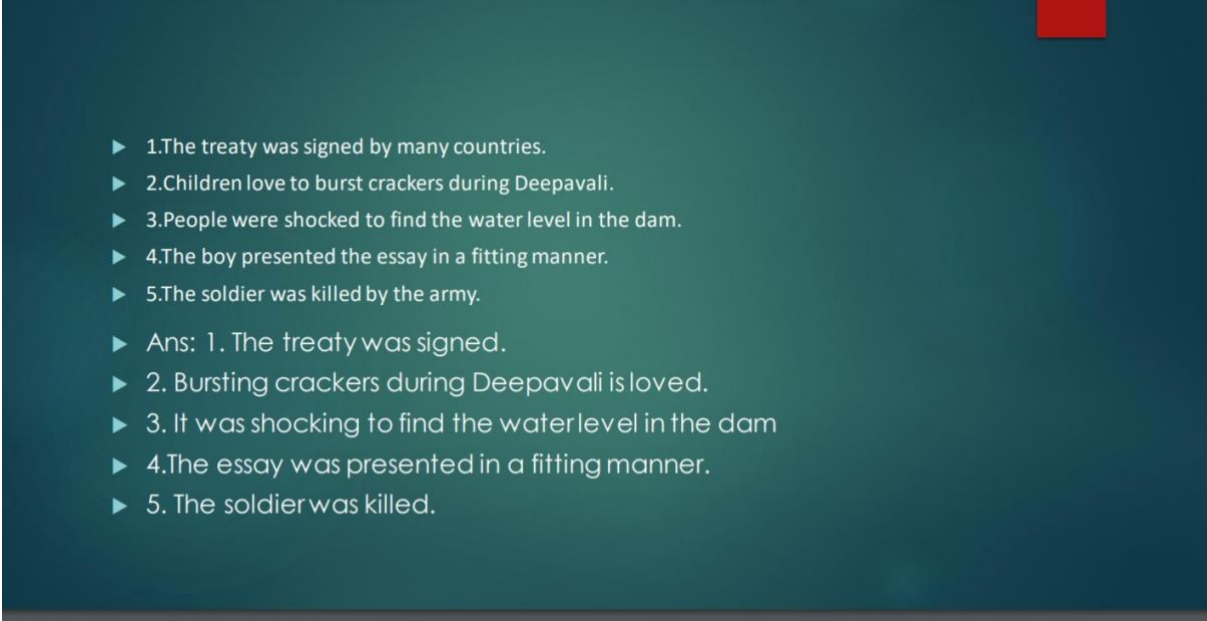if we don't want to say the subject we can use impersonal passives

it+ passive verb + that clause

sub+ passive verb + that clause

present: to be -ing
past :   to have been -ing/v3

examples:

- 1.The treaty was signed by many countries.
- 2.Children love to burst crackers during Deepavali.
- 3.People were shocked to find the water level in the dam.
- 4.The boy presented the essay in a fitting manner.
- 5.The soldier was killed by the army.

- Ans: 1. The treaty was signed.
- 2. Bursting crackers during Deepavali is loved.
- 3. It was shocking to find the water level in the dam
- 4.The essay was presented in a fitting manner.
- 5. The soldier was killed.

- ▶ 4. **If we banned** the use of petrol as a fuel for cars, and **we encouraged people** to buy electric cars, this would help protect the environment.
  - ▶ Ans: **A ban** on the sale of petrol cars, together with **incentives** to buy electric cars, would help protect the environment.
- ▶ 5. **I cannot understand** why this decision was taken.
  - ▶ Ans: **It is difficult to understand** why this decision was taken.
- ▶ 6. You did not park your car in the appropriate slot.
  - ▶ Ans: Your car was not parked in the appropriate slot.
- ▶ 7. You did not provide a portfolio showing relevant work samples for this job.
  - ▶ Ans: A portfolio showing relevant work samples for this job was not provided .

Resume writing

Cover letter:

Application Letter

From
    XXX,   (Address of the
    YYY,   Applicant)

To
    XXX,   (Address of the
    YYY,   Company)

Respected Sir / Madam,
  Sub: Applying for the post of (Post Name)

Ref – Advertisement dated on 25/05/2021 in The Hindu

With reference to your advertisement in The Hindu dated on 25/05/2021, I would like to apply for the post of (post name) in your company. When I go through your advertisement I found myself the best suited candidate for the post.

I have done (Educational Qualification) from (Name of the Institution). My technology skills are well developed, and I possess excellent analysis and troubleshooting skills.

COVER LETTER

Chaitanya Varma Rudraraju
Subhadra Street
Amalapuram, 533201
91-9182252030
chaitanyarudraraju5210@gmail.com

Nov 19, 2025

The Head,
HR & Administration,
HONEY WELL TECHNOLOGIES,
Bengaluru.
Karnataka 560103

DEAR SIR/MADAM

My name is **Chaitanya Varma Rudraraju,** and I am a fresh graduate in Computer Science And Engineering from **Amrita Vishwa Vidyapeetham** in Coimbatore. I am writing to express my interest in the Junior R & **R&D engineer** position in HONEYWELL TECHNOLOGIES that you advertised on "**THE TIMES OF INDIA**".I have been following your company's work via your website, blog, and news articles, and it has long been my dream to work with you.

"Your listed requirements closely match my background and skills. A few I would like to highlight that would enable me to contribute to your bottom line are:"

1. Highly skilled in designing, testing, and developing software
2. Hands-on software troubleshooting experience
3. Willingness to learn new technologies
4. Good analytical skills

I've attached a copy of my resume showing the details of my projects during my undergraduate. I can be reached anytime via my cell phone,91-9182252030, or via email at chaitanyarudraraju5210@gmail.com

Thank you for your time and consideration. **"I look forward to speaking with you about this opportunity"**

Sincerely,

Chaitanya Varma Rudraraju

RESUME WRITING

CHAITANYA VARMA RUDRARAJU

Subhadra Street Amalapuram-533 201

91-9182252030

email:chaitanyarudraraju5210@gmail.com

POSITION SOUGHT

Junior R&D Engineer

OBJECTIVE

"Self-motivated, highly passionate, and hardworking fresher looking for an opportunity to work in a challenging organization to utilize my skills and knowledge to work for the growth of the organization"

PROJECTS

Created a flippy bird game using python

Built a working weather app

Built a fitness analyzer

Instagram clone using kotlin

Built a chatbot movie recommender

ACTIVITIES

Vice President of ACM CLUB

Participated in many Hackathons

Won online one of the online Hackathon

SKILLS

Proficient in Python, c, c++, HTML, and Java

Agile development

Good problem solving and algorithmic thinking capabilities

Data entry, organization, and virtual database management

Software and web development experience

Languages English, Telugu, Hindi, can understand Kannada and Tamil

EDUCATION

Amrita Vishwa Vidyapeetham, Coimbatore

B.Tech in computer science and Engineering

EMPLOYMENT RECORD

Interned in WIPRO after 2nd year Vijayawada

INTERESTS: Learning new technologies, Designing, Artificial intelligence, Chess, Cricket.

Instructions

- We should write numbers before points
- Every instruction should start with an action verb like swim, bath, cook, cry, etc
- Every instruction should contain only one meaning
- We should follow the sequence

Discourse markers/linker

So what are discourse markers/discourse linkers?

"Discourse markers help us to link two sentences"

linkers

result:

so / as a result / therefore / consequently

reason: when there is a reason

because / as / since / due to / owing to

purpose: when there is a purpose

to / in order to / so as to

if negative purpose

so as not to / in order not to

1A discourse markers (1): linkers

purpose

You can also use *so (that)* + *can/could* + verb or *will/would* + verb to express purpose. You can leave out *that* in informal speech and writing.

> They moved to London **so (that)** they could see their grandchildren more often.

> You must use *so (that)* when there is a change of subject in the result clause, e.g. *She put a rug over the baby so (that) he wouldn't be cold.*

Use *in case* + clause when you do something in order to be ready for future situations/problems or to avoid them.

> I'm not going to tell Ann **in case** she tells everyone else.

Contrast:

But / yet

contrast

However and *nevertheless* are normally used at the beginning of a sentence, to connect it to the previous one. They are usually followed by a comma.

> We enjoyed the concert. **However**, we didn't have very good seats.
> Agnes was attracted to the stranger. **Nevertheless**, something in her head was telling her not to get close to him.

> *Nevertheless* is more formal/literary than *however*.
> *Nonetheless* is an alternative to *nevertheless*.

Even though is more emphatic than *although*. *Though* is more common in informal speech.

> We enjoyed the concert **although/even though/though** we didn't have very good seats.

> ! *Though* can also be used at the end of a phrase as a comment adverb, e.g. *He's very friendly – a bit mean, though.*

1A discourse markers (1): linkers

contrast

After *in spite of* and *despite* you must use a gerund, a noun, or *the fact that* + clause.
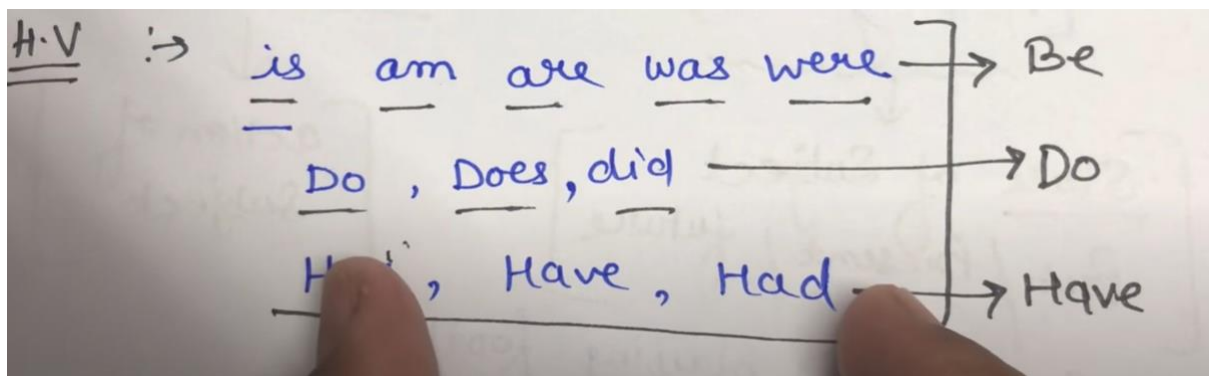
In spite of being attracted to the stranger, something in Agnes's head was telling her not to get close to him.
Despite her attraction to the stranger…
Despite the fact that she was attracted to the stranger…

Auxiliary verbs

primary

Model

It may rain.   (Possibility)

You may enter.   (Permission)

I can eat ten pounds of broccoli! (ability)

I would make the bed, but I'm tired.
                                    (Possibility)

You shouldn't do that. (Advice)
He will win the competition (future!)