



## BAHRIA UNIVERSITY (KARACHI CAMPUS)

Technical Writing & Presentation Skills (HSS-320)

### ASSIGNMENT # 4 – SPRING 2024

Class: **BSE-6B**

Submission Date: **24<sup>th</sup> May, 2024**

Course Instructor: **Muhammad Aamir Khan**

Max Marks: **05**

Student Name: \_\_\_\_\_

Enrolment. No: \_\_\_\_\_

#### Directions:

Take a deep look in the given guidelines about Recommendation letter and answer the question accordingly:

#### Recommendation Letter

You might write a letter of recommendation for many reasons:

- An employee deserves a promotion
- An ex-employee asks for a reference for a new job
- A colleague is nominated for an award
- An acquaintance is applying for an education scholarship
- A governmental agency is checking references
- A consultant requests a reference for a new client

When someone asks you to write a letter of recommendation, consider the *Do's* and *Don'ts* in Table 6.6.

**Introduction.** In the introduction, include any of the following:

- Your position (or title)
- Your relationship with the person
- The length of your relationship
- The applicant's name
- The position, scholarship, or award

**Discussion.** In the body, include the specific details of the applicant's skills:

- Examples of the applicant's job performance
- Illustrations proving how and why the person will benefit the company
- Evaluations of the person's chances of success in the company or program
- Differences from other people
- Examples of projects the applicant worked on
- Projects supervised
- Team skills
- Communication abilities
- Names of classes attended or certifications acquired to enhance the applicant's skills
- Honors earned at work, school, or military

**Conclusion.** In the conclusion, sum up why this person is deserving of consideration for the job, award, or scholarship. Be sure to include contact information, such as your telephone number or e-mail address. This will help the recipient of the recommendation letter reach you for a follow-up discussion.

**TABLE 6.6** Do's and Don'ts of Recommendation Letters

Do's	Don'ts
<ul style="list-style-type: none"><li>• Agree to write the letter only if you can be supportive</li><li>• Request a current resume</li><li>• Obtain information about the position, scholarship, or award the person is applying for</li><li>• Write the letter with that specific position in mind</li><li>• Study any information about the person to avoid omissions</li><li>• Keep your letter to a reasonable length of one to two pages</li></ul>	<ul style="list-style-type: none"><li>• Avoid writing if you feel the candidate is weak</li><li>• Avoid writing if you cannot be positive</li><li>• Avoid writing letters longer than two pages</li><li>• Avoid writing these letters if you have only vague memories of the person's work</li><li>• Avoid writing a reference letter if you cannot also talk with confidence about the person to the interviewer</li></ul>

**Question:** *Write* a Recommendation letter from the list below. You can pick any one of your choices. You should consider the above steps.

1. Letter to University for admission in Master program. Letter as a Teacher of a student.
2. Letter to HR of Organization for your subordinate for a promotion.
3. Letter to company as an ex-employee ask for a reference for a new Job.

**(CLO – 4) [Total: 5 Marks]**