Application Writing

Components of an Academic Application

- Recipients' Designation & Address
- Subject
- Salutation (Dear…)
- Body (4-Paragraphs)
  - Purpose
  - Reason(s)
  - Suggested Action
  - Closing Paragraph
- Closing off

August 20, 2019.

Recipients Designation & Address

Dr. Fehmida Ijaz
Principal   (Always mention Designation)
Fatima Jinnah College for Women/(FAST-NUCES),
Lahore.

Subject: Application for Leave   (First letter of each word is capital)

Dear Dr. Ijaz:

Explain Purpose

I am a student of Fatima Jinnah College and would like to apply for <u>leave from the college.</u>

Give reason for leave

My mother has been recently diagnosed with epilepsy. The doctors have advised her to leave for the United States immediately. <u>Since my mother has no relatives in the United States, it is imperative that I accompany her when she goes</u> as it is necessary for someone to be with her for moral and physical support.

Details of leave including dates.

I shall be grateful if you would sanction me leave from the college <u>for three weeks, that is 1 Sept. to 27 Sept 2010</u>   (Instigate action)

Closing para

<u>I would appreciate your viewing my application favourably.</u>

Yours sincerely,
Signature
Name
Section & Roll Number
Phone Number

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Application Rubric

Designation & address	Subject	Purpose	Reasons	Details including dates & Suggested Action	Closing	Mechanics • Sentence structure • punctuation • Tone/Vocab • Cohesion	Total
0-2	0-1	0-2	0-3	0-2	0-3	2	15

Email Writing

Components of an Email

- Subject
- Salutation (Dear…)
- Body (4-Paragraphs)
  - Purpose
  - Reason(s)
  - Details & Suggested Action/Request
  - Closing Paragraph
- Closing off

Subject: Suggestions for English Language Lab
Dear Mr. Rizwan: **(Salutation-Last Name)**

I am writing this email to suggest different strategies that can be adapted in English lab sessions for better learning of language and communication skills. (**Purpose**).

English lab sessions have been very helpful from the beginning of semester. All the new things and concepts that we learn in the course become easy, because in lab sessions we get an opportunity to implement them practically. However, all the students do not belong to a common background, therefore it gets difficult for some students to adapt to such high level English course very quickly**. (Reasons)**

Therefore, it is suggested to give more time so that students can understand the concept more thoroughly, and hence be able to meet the difficulty criteria. It is also proposed to provide guidelines for preparing PowerPoint slides for formal presentations**. (Action/request)**

Thank you for your time, I hope you will find these suggestions worth adopting. **(Closing)**

Regards
XYZ
Section: Roll no.:

FORMAT	Specific Subject Salutation (introduction, body and conclusion) Closing	0 – 3
CONTENT QUALITY	**Introduction** Purpose statement	1 – 2
	Main Body Reasons Factual details/ specific info.	1 – 2
	Call for action (Suggested Action) **Conclusion** Closing	1 – 2
LANGUAGE	Tone Style Grammar/Sentence structure Spellings/Vocabulary Punctuation Spacing	1-6
Total		15