Application Writing

Purpose??

Am I writing primarily <u>to create a record</u> or <u>provide information</u>, <u>to request</u> or <u>to persuade</u>?

Audience??

<u>Who will read</u> what I have written?

Tone and Style for both purpose and audience??

Is my <u>tone and style appropriate</u> to my **purpose** and my **intended audience**?

Components of Academic Application

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

August 20, 2019. (format of date to be followed)

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

Recipients Designation & Address

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

Dear Dr. Ijaz: (use last name only)

Explain Purpose

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

Give reason for leave

My mother has been recently diagnosed with epilepsy. The doctors have advised her to leave for the United States immediately. Since my mother has no relatives in the United States, it is imperative that I accompany her when she goes 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 for three weeks, that is 1 September, 2019 to 27 September, 2019.   (Instigate action)

I would appreciate your viewing my application favourably.

Closing para

Yours sincerely,
Signature
Name
Section & Roll Number
Phone Number

Application Rubric

Date, Designation & address	Subject	Purpose	Reasons	Details including dates & Suggested Action	Closing (Closing para + closing off)	Mechanics • Sentence structure • punctuation • Tone/Vocab • Cohesion	Total
0-2	0-1	0-2	0-3	0-2	0-3	2	15

Important Points while Writing Academic Application

- You will mention "Subject:"
- Subject is always Phrasal (not a sentence) + Maximum 7 words + First letter of each word should be capital except of articles, conjunctions and prepositions
- Paragraphs and everything should be Left Indented
- Line Spacing is Important
- Dear All: / Dear Ms. Khalid: / Dear Sir: / Dear Ma'am: Capitalize the first letter of each word + Use last name (if you know the name) + Colons ':' at the end
- Following the format carries marks, full stops, commas, colon, capitalization, line spacing, everything has marks.
- DO NOT Use word 'Want'