



# Human Resource Letters – 1

C1 – C2

Module 1

# Summary

- ❑ Introduction to Human Resource Letters.
- ❑ Types of Letters.
- ❑ Exercises.

Here's What  
We will be  
Learning in this  
Presentation:



# Vocabulary

**Prospective:** Expected or expecting to be the specified thing in the future.

**E.g.** - A prospective buyer, a prospective employee...

**Concise:** Giving a lot of information clearly and in a few words; brief but comprehensive.

**Recommending:** Put forward (someone or something) with approval as being suitable for a particular purpose or role.

**Traits:** A distinguishing quality or characteristic, typically one belonging to a person.