



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.