Human Resource Letters – 1

C1 – C2

Module 1

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

Summary

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

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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.

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