Human Resource Letters - 2

C1 – C2

Module 1

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Summary

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

- Introduction.
- Types of Letters.
- How to write an effective letter.
- Exercises.

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Vocabulary

Essential: absolutely necessary; extremely important.

Signify: be an indication of.

By (or in) virtue of: because or as a result of.

Entitled: (in this context) feeling that you have the right to do or have what you want without having to work for it or deserve it, just because of who you are.

Shortcomings: a fault or failure to meet a certain standard.

Coherent: logical and consistent.

Disclaimer: a statement that denies something, especially responsibility.

Jeopardise: put (someone or something) into a situation in which there is a danger of loss, harm, or failure.

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