



Pusat Pengajian Bahasa,
Literasi dan Terjemahan
School of Languages, Literacies and Translation

Our Reference: USM/PPBLT/LI-10(P)/01

Date: 9th April 2020

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TO WHOM IT MAY CONCERN,

Dear Sir/Madam,

**INDUSTRIAL TRAINING ORIENTATION PROGRAMME FOR BACHELOR OF ARTS
(HONS.) ENGLISH FOR PROFESSIONALS, ACADEMIC SESSION 2020/2021**

The first year Bachelor of Arts (Hons). English for Professionals students from the School of Languages, Literacies and Translation, Universiti Sains Malaysia, will be conducting their Industrial Training Orientation Programme for **two (2) weeks**, (anytime) within the period of **1 August 2020 to 25 September 2020**.

2. This programme requires the students to engage with an organisation, observe the workplace setting, and interview key personnel; by paying attention to language use.
3. Our student has expressed his/her interest to be attached to your organisation, and we highly appreciate your kind consideration of his/her application.
4. Should you accept; we request that you complete the following documents:
 - a. **Employer's Consent Form** (to be completed and returned via student, email or postal at least two (2) weeks before the start of the industrial training).
 - b. **Student Assessment Form** (to be completed, sealed and returned via student at the end of the industrial training).



5. At the end of the course, students are required to submit a written report to the school, together with the sealed, completed assessment form from your organisation.

6. Due to the Covid-19 outbreak, we encourage our students to engage in online learning, non-face-to-face meetings and tasks, and interview sessions. We therefore hope that you could accommodate this request, should the situation call for it.

We thank you for your kind consideration of our student's application and hope that our student will gain much valuable work experience from your organisation. You may direct your enquiries to Dr. Shaidatul Akma Adi Kasuma (Chairperson of B.A. EfP) via shaidatul@usm.my or (6)04 653 3254.

Yours faithfully,



PROFESSOR DR. SALASIAH CHE LAH

Dean

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