



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

Our Reference: USM/PPBLT/LI-300(P)/11

Date: 9<sup>th</sup> April 2020

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**TO WHOM IT MAY CONCERN,**

Dear Sir/Madam,

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

The second year English for Professionals students from the School of Languages, Literacies and Translation, Universiti Sains Malaysia, will be conducting their Industrial Training programme anytime between **20 July 2020 to 25 September 2020**.

2. This programme requires the students to be attached to an organisation for **eight (8) weeks** to receive industrial training in a professional setting and to observe workplace practices in relation to language use and organisation. Our students could intern in various areas of works mainly administrative positions, public relations and customer service, as well as trainings and education due to their strong background in English language.

3. Our student has expressed his/her interest to intern at your organisation and will formally apply for the position. We highly appreciate your kind consideration of our student's 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](mailto:shaidatul@usm.my) or (6)04 653 3254.

Yours faithfully,



**PROFESSOR DR. SALASIAH CHE LAH**

Dean

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