



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

Universiti Sains Malaysia
11800 USM
Pulau Pinang
T: 04-653 3145 / 3751 / 4543
F: 04-656 9122
W: www.ppblt.usm.my

Date : 26 May 2022

TO WHOM IT MAY CONCERN,

Dear Sir/Madam,

INDUSTRIAL TRAINING ORIENTATION PROGRAMME FOR BACHELOR OF ARTS (HONS.) ENGLISH FOR PROFESSIONALS STUDENTS

The second year English for Professionals students from the School of Languages, Literacies and Translation, Universiti Sains Malaysia will be conducting their **Industrial Training Orientation Programme** between **September 2022 to February 2023**.

2. This course requires the students to conduct a mini research on work and industry-related skills, and ethics and professionalism at the workplace. They are required to distribute questionnaires, or hold interviews with professionals and semi-professionals industrial players in gathering data and producing findings. The generated report will contribute to 100% of their course grade.

3. The students are encouraged to pursue various areas of work in line with their interest that reflects the multidisciplinary nature of our programme. Potential fields include digital copywriter, editorial assistant, English teacher (primary and secondary), lexicographer, journalist, private tutor, proof-reader, web content manager, etc.

4. Our students have expressed their interest to invite you as a respondent of their study, where you will be required to answer the questions prepared in the survey/ interview. Your details will be treated with the utmost confidence, and kept private and secured. Your contribution will enrich the students' data in preparing them for future job searches. Should you agree to participate as a respondent, please sign the consent form attached (see Appendix A), or included in the data collection instrument.

5. Due to the current pandemic situation, we encourage our students to conduct online data collection session. Face-to-face sessions are allowed with the utmost consideration for their safety, and proper maintenance of SOPs. We highly appreciate your kind consideration of our student's application, and thank you for the opportunity. We hope that our student would gain valuable experience from this assignment. Should you have queries, please email the program co-ordinator (allabaksh@usm.my) of this industrial training orientation program.

Yours Faithfully,

DR. ALLA BAKSH MOHAMED AYUB KHAN
Programme Chairperson
B.A. (Hons.) English for Professionals
School of Languages, Literacies, and Translation
Universiti Sains Malaysia
11800 Penang

Appendix A
Consent Form

Please tick (✓) where applicable.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

I agree to participate as a respondent of this study.

All my personal details must be kept private and secure, and used only for the purpose of this study.

My identity must be made anonymous in the findings and report produced.

Full Name :

Workplace :

Position :

For any information, please direct your questions to the researchers of this study.

Researcher/ Student/ Group Leader's Details and Contact

Name :

Matric No. :

School & Institution :

Email :

Phone Number :