

UNIT 02 / 06 · LEARN & TRY

Short applications with a clear request

Name: _____ Date: _____

Goal: Write a brief, courteous application within a stated limit.

Learn

A short application asks an authority for a defined change or permission. Identify the person who can grant the request, then state the request and its reason. Include the dates or arrangement needed to make a decision. A subject line should name the issue without retelling the entire situation. Courtesy can be concise: please and a clear closing are usually enough. Avoid emotional exaggeration and irrelevant background. A request for a changed bus time should explain the scheduling problem; a request for leave should specify the absence. Do not claim approval before it has been granted. In English Communicative, the application task has a maximum of fifty words, so select information carefully. These exercises practise individual components and a compact complete application. Count the finished draft and check that the decision-maker can identify exactly what you want.

Worked example

Worked application: 'To the Principal. Subject: Change of activity section. Sir/ Madam, Please allow me to move from Tuesday's robotics section to Thursday's section because the Tuesday session overlaps with my supervised remedial class. I will follow Thursday's attendance requirements. Yours faithfully, Riya, Class X-B.'