



1. Click printer icon (top right or center bottom).
2. Change "destination"/printer to "Save as PDF."
3. Click "Save."



SW02. Requesting a Letter of Recommendation

Student Name: _____ Student ID Number: _____

Instructor: _____ Level: _____ Date: _____

For media links in this activity, visit [the LLC ESL Tutoring website for Upper Level SDLAs](#). Find your SDLA number to see all the resources to finish your SDLA.

Section 1: Letter of Recommendation

What is a letter of recommendation?

A letter of recommendation is an expert testimony or opinion regarding the ability of a person to perform a task. The tasks may include performing a job, succeeding in school, or benefiting from a scholarship. A letter of recommendation helps selection committees decide if the person is right for the job, school, scholarship, experience, etc.

Section 2: Selecting Recommenders

A recommender is a person who knows the applicant professionally, academically, and/or personally. For the ESL Scholarship, however, students must select at least two ESL professors to recommend them.

Write the names of ESL professors you have had in skill and/or level classes. You may not need to use all the spaces provided:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____





Now, complete the chart below. If possible, choose 3 ESL professors you've had and answer the questions. An example is provided.

ESL Professor's Name	How long have you known him/her?	What class did you take from this professor?	What positive feedback could the professor say about you? (List at least 2 things)
<i>Tim Duncan</i>	<i>4 months</i>	<i>Writing C and Level 5</i>	<i>Motivated student Worked well with classmates</i>

Now choose the two ESL professors that you want to ask to recommend you.

1. _____

2. _____

Section 3: Making Requests

Now that you've selected your ESL professors, you need to ask them to write a recommendation letter for you. How do you ask them? First, you should always use polite language. Then you need to decide how direct you want to be. The next section shows a diagram of polite phrases you can use to request a letter of recommendation. Even though all the phrases are polite, they show different levels of directness. It is up to you how direct you want to be.





Section 4: Planning the Request

Once you become familiar with polite phrases, you will be ready to plan your request. Follow these 3 steps to ask for a letter of recommendation.

Step 1

Decide how you will ask your ESL professor for a letter of recommendation. **Choose only one:**

- In person (verbal request)
- Via email (written request)

More Indirect



More Direct

- I would be grateful if you could write... / I would appreciate if you could write...
- Would you be able to write...?
- Could you write..., please?
- Is it/would it be possible to write...?
- Would you mind writing...?
- I was wondering if you could write...?
- Could you write...? / Would you write...?
- Please write...

Practice: When you are requesting a letter of recommendation, you may choose to ask an ESL professor **in person** or **via email**. Use some of the phrases you learned in this section to complete the requests for letters of recommendation below. One is an example of an in person request, and the other is an example of an email request. You may choose the phrase you like the best for each request.

In Person (verbal request):

Student: Hi Mr. Duncan. How are you?

Mr. Duncan: Hi Steve. I'm good, thanks. What brings you to my class today?

Student: I am applying for the ESL Scholarship, and I need a letter of recommendation.
_____ one for me.

Mr. Duncan: Sure! I'd be glad to help you.





Via Email (written request):

To: tduncan@mtsac.edu

From: snguyen@yahoo.com

Subject: Request Letter of Recommendation

Dear Mr. Duncan,

This is Steve, your student from Writing C and Level 5 this semester. I want to apply for the ESL Scholarship, and I need an ESL professor to write me a letter of recommendation. _____ one for me? I appreciate your time and consideration.

Best Regards,
Steve Nguyen

Step 2

Have all documents ready to give to the professor in person or attach to a reply email.

- Recommendation Form for ESL Teacher – Please fill in your name and Mt. SAC ID number
- Copy of ESL Scholarship essay
- Résumé (optional)

Step 3

Don't wait until the last minute!





- Give the professor at least 2 weeks to write the recommendation. If asking in person, make sure to see the professor when he or she is not busy.
- Let the professor know the due date of the recommendation.
- Send the professor a reminder (in person or via email) 2 days before the due date.





Section 5: What Did I Learn?

Complete this table BEFORE meeting with a tutor.

Communication Skill	I can't do this YET. 	I can do this WITH help. 	I can do this WITHOUT help. 	I can TEACH this to a classmate. 
I can define <i>letter of recommendation</i> .				
I can make requests using polite phrases at varying levels of directness.				
I can follow a plan of action to request a letter of recommendation.				

Here are some words/phrases I need to practice.

Good Job!

Now make an appointment

with a tutor on the LLC ESL Tutoring Website

(www.mtsac.edu/lc/passportrewards/lctutoring).








Section 6: Practice with a Tutor!

Meet with a tutor. Give this paper to the tutor. The tutor will review your work and talk with you. You may also ask the tutor any questions you may have.

Grading Rubric

Possible Points	Need Practice  (0-1 Point)	Good Job  (2-3 Points)	Excellent Work  (4-5 Points)
Content	Not enough information provided in responses and often does not use correct vocabulary.	Provides most important information in responses and some of the time uses correct vocabulary.	Provides all necessary information in responses and most of the time uses correct vocabulary.
Skill: Speaking	More than 6 mistakes saying words; needs guessing more than 3 times.	Not more than 5 mistakes saying words; needs guessing on 1-2 words or sentences.	Not more than 2 mistakes saying words; needs no guess about meaning.
Oral Fluency	Speaks mostly in phrases, individual words; many pauses.	Sometimes speaks in complete sentences; several pauses.	Speaks in complete sentences; a couple pauses okay.

*Students must receive at least 10 points to move on

Possible Points: _____ / 15

Tutor Comments:

Congratulations! Keep going.

You have successfully completed this SDLA and are ready to continue to the next.

Work on this more.

You have not yet mastered this SDLA. It is recommended that you complete it again.

Tutor Signature: _____

Date: _____

