

**AN ANALYSIS OF THE LANGUAGE USED IN
RECOMMENDATION LETTERS**

**A Thesis Submitted to the Department of English Education
In Partial Fulfilment for the Master of Education in English**

Submitted by

NishaK.C.

Faculty of Education

Tribhuvan university, Kirtipur

Kathmandu, Nepal

2015

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Thesis submission: 23/12/2015

DECLARATION

I hereby declare that to the best of my knowledge, this thesis is original; no part of it was earlier submitted for the candidature of the research degree to any university.

Date: 23/12/2015

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RECOMMENDATION FOR ACCEPTANCE

This is to certify that **Ms Nisha K.C.** has prepared this thesis entitled **An Analysis of Language Used in Recommendation Letters** under my guidance and supervision.

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ABSTRACT

The present study is entitled as **An Analysis of Language Used in Recommendation Letters**. The main aim of this study was to analyze the language used in Experience Letters as the domain of recommendation letters issued by the private English medium schools in terms of sentence, tense, voice, adjectives and register. The data of the research was secondary, and was judgmentally collected from the forty related private boarding schools of Kaski district. Then, the data was collected through the use of observational tool. The outcomes extracted from the data were tabulated on the basis of their linguistic characteristics. Next, the registers were analyzed comparing the common meaning with specific meaning. Then, a simple statistical tool was used to analyze the data by calculating the average and percentage. From the study of the language of experience letters it was found that, simple sentences, non-past tense and active voice and attributive adjectives were highly used. It was also found that only few and straight forward sentences were used in experience letters.

This thesis consists of five chapters. The first chapter consists of background of the study, statements of the problem, objective of the study, research question, significance of the study, delimitations of the study and operational definitions of the key terms. The second chapter consists of review of theoretical literature, review of empirical literature, implication of the review for the study and conceptual framework of the research. The third chapter deals with methodology adopted to carry out the research. It consists of design of this study, population of the study, sampling procedure, data collection tools, data collection procedures and delimitations of the study. The fourth chapter deals with analysis and interpretation of the results. It consists of analysis of data and interpretation of the results and summary/ discussion of the findings. Finally, the fifth chapter consists of the conclusions and recommendation followed by references and appendices.

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REFERENCE

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LIST OF ABBREVIATIONS AND SYMBOLS

Adj.	-	Adjectives
CM	-	Common Meaning
CS	-	Compound Sentence
CXS	-	Complex Meaning
etc	-	et cetera
Freq	-	Frequency
ibrd.	-	Mentioned Previously
i.e	-	That is to say
Ltd.	-	Limited
n.	-	Noun
NPT	-	Non- Past Tense
PT	-	Past Tense
PV	-	Passive Voice
SM	-	Specific Meaning
SS	-	Simple Sentence
V.	-	Verb
Viz.	-	Namely
%	-	Percentage