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**DK Outsource Pte Ltd**  
10 Ubi Crescent  
#03-52  
Ubi Techpark Lobby C  
Singapore 408564

Fax: 6741 1658 or  
Email: [dennis@dkoutsource.com](mailto:dennis@dkoutsource.com)

**Attention: Mr Dennis Kwok**

**TESTIMONIAL**

Under the school's arrangement, I attached full-time to DK Outsource Pte Ltd for a period of five months to work on Quantity Surveying projects from the 3<sup>rd</sup> Mar 2008 to 8<sup>th</sup> Oct 2008. It integrates both training and performance providing me the precious opportunities to use and translate my initiative theories learnt in classrooms and perform assignments in an actual working environment. This programme allowed me to gain an on-job-training, master the quantity surveying taking-off skill and work professionalism to contribute effectively in work as soon as possible.

My task is mainly to deal with a wide variety of different tender take offs. I was taught in practicing the take-off procedure and producing basic, intermediate and advanced take off from Architectural and Structural works. These professionalized my ability to determine quantities and recording quantities using standard techniques, equipment and format. I had a thorough understanding of the general principles of taking-off quantities and was able to understand and apply abbreviations when taking-off.

Since there is no specific job, it was a good opportunity for me to be involved in various roles of QS and learn new applications such as dealing with variation order, asking quotations from short listed suppliers / subcontractors and making comparative evaluation for short listed suppliers / subcontractors for the client during construction. I also gained knowledge of project preliminaries from the feasibility phase up to implementation phase of projects.

DK Outsource also organized me a site visit excursion for the attachment students on 26 June 2008. The on-site experience gained was benefited a great deal in our study, which is in line with the objectives of the Quantity Surveying field, being innovative, and with a good combination of practical experience and theoretical contents to meet the needs of the construction industry.

The experience gained in these few months had been precious as I was given the opportunity to apply my Taking-off skill and construction technologies learnt in school to improve my knowledge of the principle process of tendering and measurement for taking-off quantities and develop my skills in reading drawings and measuring work. These skills tend to be learned through practice at work rather than in education. During this attachment period of learning, I feel a great accomplishment that I can manage a project for the most of the Architectural works in the end.

Thank you.

Yours sincerely,

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Name : Zhang Luying  
Institution : Ngee Ann Polytechnic