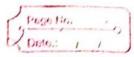
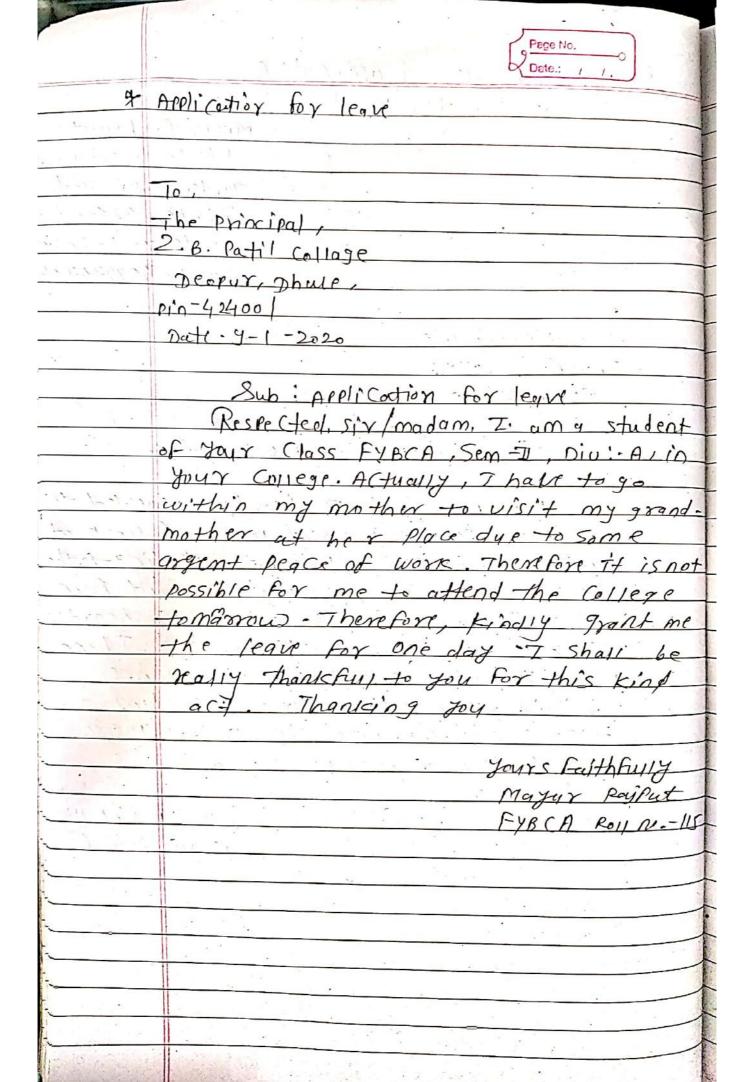
	Proctical titles
1)	
-1/	exergine letter of corplication to
	a) The director / Head for leave
	b) The director Head for delay in Payment offee
	O) The director/ Head for delay in Payment office
~)	1 0
	treture notice
3>	1 - C Mem O
4/	Prelare Circular
_5>	Create E-mail
6>	prefure wnitten report
_ チ〉	Prepare grammer unresheet - Pun (turtion (
	(Prepare 10-15 Sentences using various pinctura-
	tion works)
8>	Prepare grammer worksheet - Tenses (Prepare 10=15
	Sentences using various tense)
93	Give a two minute tak on a topic of
	Choice (with proper begining and ending)
10	Prepare a Report
, ,	Draft & Resume
123	write a job application lettel including
	a Covering 10-Her.
-	

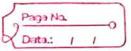


		. Conto.: 1 1
Q.	what are the m	andatory thing to leave letter.
Sub points	The import	204 - Thing to the mention of
<i>pace-</i>	lean letter ox	and Thing to the mention to O Address @ subject
(iii) Regsone fo	
	Cormod of you	ix leave contact information
Q.	To whom lea	is jetter To school or College
	— .	etter
Sul points		al the school or college letter
		rite to the Fever School
,		Tollege Principal or school
	-leacher by -	the student or by the parents
P + 1 - 1 - 1		
0.	How do i wo	ite a leave of absense letter?
Sub-points	when gsking	a formal leave of absense
	your letter s	Should include
	(Subject - AP	plication for a leave of absense
	@ The Dates y	ou demand to be away from
	5Chool /C0119,	9P/organization /office
		bu Planned So written to work
		assist if possible
	@Thing's F	or considering your request.
	How do you	write a leave letter to schools
	@ Mention.	the date of appli Cotion
- 1	Office a stude.	nt full name & the name of
		Main Heacher or Current Class
	placement	
	(ii) Mention exe	act information, insteade
	of spering.	of unnecessary things.
	(i) give your	address a day time thene
	number where	you can be reached

Drelane a letter of application Down:	
Mayry B. Rajput	
=to/s so laxemina	40
garden Sakri roge	
Dhule, 42900	
Date 4-1-20	
To 1	164_
+lonorable, principle	
Z. B. Patil College	
Deopur, Dhuse,	
Latings /	
Sub -: Absence College one day.	
Hasking Collecte one day.	
Deax principal The line and to	
give me a because a argent peace of work	70_
home so this period T cannot atknding-to-	2/
Collage T can have to one day absent From	Then
dated 10-1-2020 to 11-1-2020 50, I heard	<u>n_</u> _
requested to the hongrable principle. Thop	/// _
you will give me a one day. Absence	100
permission 7 am Come back to yetum	
Collegge to the next day so give meg	, -
absent for a pegce of works	
7.4.2 5 (08.1)	
Jours Faithful	<u> </u>
Mayer Raine 1	5-
114911 1-9142	
	— <u> </u>



	Page No. Date: / /
Q.	
	of fee
\rightarrow	
	То,
	The Principal.
State of the state	2. B. Patil College Dhuse
	42-4001
	D- 3rd Feb 2020
	Subject - Delay in payment of fee
,	
	Respected sir,
	Control of
	with due with regret high i would
- 12) . col 19.	like indimat your goodery that the
47711 101	Quaterly fees the 3rd counter will be
	delayed as my father has met with an
12111111	accident le neils hospitalize. His
11/1/2/2	medical expenses will be ouiet high &
+10	entire family of mywhich constitutes,
11.1.12.	one brother & sister is derendent on
in whi	mothers income. I would like to request
	you on compensed compassionative ground to allow me to attend the
11.16	stround to allow me to offend the
	Classes & the Fees willed be paid within
tapp fans	a One month
Arine !	Thanking your, for your expected
A Compath	considration of yours
	Yours Faithfully
	mazik
	FYBCA, 115,
1,118	



	Data: 1 1
1	late fee submission
-	To,
,	The principal,
	2. B. Patil College, Dhule
	Pin - 424001
	Oate - 3 - 2 - 2020
	Subject: Late Fee Submission
	Judict - Late Lee Junin 37:01
	Request
•	Respected sir,
12 10 21	I am a student of your college in
	Student of FYBCA Class. Med First yoursega
13	BCA Fees is submitted in one week
11/2 47	later. My sister marriage - 1's there
.	so my father hole · Sallary was applied
1. 1.	to her marriage. Its my request to you
	my fres submission is late to you not
	applied the late fee charges. 7 will
Lange	Shurely pay the my fees in after a week.
	Thanking
	Thanking you for your accepted
	Consideration Yours Faithfully
	mayer railent
111	FYBCA, RANK+15
	TIDGII, NOTO ILS
1 - 11 - 11	
77	
<u> </u>	

