

Practical titles

Page No.	
Date:	/ /

- 1) Prepare letter of application to
 - a) The director / Head for leave
 - b) The director / Head for delay in payment office
 - c) The director / Head for Bonafide Certificate
- 2) Prepare notice
- 3) Prepare memo
- 4) Prepare circular
- 5) Create E-mail
- 6) Prepare written report
- 7) Prepare grammar worksheet - Punctuation (Prepare 10-15 sentences using various punctuation words)
- 8) Prepare grammar worksheet - Tenses (Prepare 10-15 sentences using various tense)
- 9) Give a two minute talk on a topic of choice (with proper beginning and ending)
- 10) Prepare a report
- 11) Draft & Resume
- 12) Write a job application letter including a Covering letter.

Q. What are the mandatory thing to leave letter.

Sub points The important thing to the mention to leave letter are (i) Address (ii) Subject

(iii) Reasons for your leave

(iv) period of your leave contact information

Q. To whom leave letter To school or College should be letter

Sub points → Hon. principal, the school or college letter should be write to the Head School teacher or College principal or school teacher by the student or by the parents.

Q. How do i write a leave of absense letter?

Sub points when asking a formal leave of absense your letter should include:

(i) Subject - Application for a leave of absense

(ii) The Dates you demand to be away from school / college / organization / office

(iii) The date you planned so written to work & offer to assist if possible

(iv) Things for considering your request.

Q. How do you write a leave letter to schools

→ (i) mention the date of application

(ii) give a student full name & the name of your child. Main teacher or Current Class placement

(iii) Mention exact information, instead of speaking of unnecessary things.

(iv) give your address a day time phone number when you can be reached.

(a) The Director/Head for leave

cont: 8459974764

Deepu r, Dhruv,

Sub - : Absen. ce Collare one day.

Dear principal, I heardly requested to give me a because a argent peace of work at home so this period I cannot attending to the collage. I can have to one day absent from dated 10-1-2020 to 11-1-2020. So, I heardly requested to the honorable principle. I hope you will give me a one day. Absence permission I am Come back to return Colleague to the next day so give me a/ absent for a peace of works

Yours faithfully
Mayur Rajput.

* Application for leave

To,

The Principal,

2.B. Patil Collage

Deerur, Dhule,

pin-424001

Date: 9-1-2020

Sub: Application for leave

Respected sir/madam, I am a student of your Class FYBCA, Sem-II, Div:-A, in your College. Actually, I have to go within my mother to visit my grandmother at her place due to some urgent piece of work. Therefore it is not possible for me to attend the college tomorrow. Therefore, kindly grant me the leave for one day. I shall be really thankful to you for this kind act. Thanking you

Yours Faithfully

Mayur Rajput

FYBCA Roll No.-115

Q. The Director or head for delay in payment of Fee

→

To,
The Principal,
Z. B. Patil College, Dhule,
424001
D- 3rd Feb 2020

Subject - Delay in payment of fee

Respected sir,

I am with due with regret high I would like to inform you that the quarterly fees the 3rd quarter will be delayed as my father has met with an accident & he is hospitalized. His medical expenses will be quite high & entire family of my which constitutes, one brother & sister, is dependent on mother's income. I would like to request you on ~~Compenset~~ ^{ground} Compassionate to allow me to attend the classes & the fees will be paid within a one month.

Thanking you, for your expected consideration of yours

Yours Faithfully
mayer
FYBCA, IIS,

late fee submission

To,
The principal,
Z. B. Patil College, Dhule
Pin - 424001
Date - 3-2-2020

Subject :- Late Fee Submission

~~Request~~

Respected sir,

I am a student of your college in
Student of FYBCA Class. My first year
BCA fees is submitted in one week
later. My sister marriage is there
so my father's salary was applied
to her marriage. It's my request to you
my fees submission is late to you not
applied the late fee charges. I will
surely pay the fees in after a week.
~~Thanking~~

Thanking you for your accepted
consideration

Yours faithfully
Mayur Rajput
FYBCA, RANK 115

Page No. _____
Date: / /

write a letter Director or head application for bonafide certificate.

To,
The principal,
2. B. Patil College,
Dhule-424001
Date - 03-02-2020

Subject:- Request for issued in of
Bonafide Certificate.

Respected sir/madam,

I am mayur bastilal rajput & I have been the student of this college since 2019 in F.Y.BCA. I am in need of Bonafide Certificate as a proof of my educational institution for pursuing my travelling daily up down pass.

Kindly provide me with the bonafide Certificate. I will be very thankful to you

~~Yours truly~~,

yours truly
mayur