

## **Language Lab**

### **Email Composition**

Q 1. Compose an email introducing yourself to the class (Salutation can be “Dear Classmates”). Tell us who you are, why you are here, what your goals/dreams are, and how you plan to achieve your goals.

Q 2. Compose six emails seeking information on the following topics (admission or related queries)-

- I. Information about admission in B. Tech program in Management Quota for academic year 2020 - 2021.
- II. Information about Tuition Fees for admission and available instalments.
- III. Information about Hostel Facility and fees for academic year 2020-21.
- IV. Information regarding scholarships (Government and Non Government).
- V. Information regarding Syllabus and teaching faculty.
- VI. Information regarding training and projects.

Q 3. Compose an email congratulating your friend who has just got admission in IIT Goa.

Q 4. Compose an email requesting your course instructor (HS 101) to permit you an extension on submission of a project report on “The use of Poetry to build vocabulary and comprehension at all levels of language acquisition.”

Q 5. As a student coordinator you are arranging a Sports festival in the institute, write an email to the Director seeking permission for the same.

Q 6. Write an email to inform your classmates about an intra-college Poetry Slam- Wingword Competition.