

your esteemed daily, I came across the notification of the competition that you are holding in our locality, and so I decided to recommend my neighbour's name for the same.

My neighbour, Mr. Deol is a retired army personnel. Ever since he has moved in this colony, he has brought dramatic changes in our area. It is because of him that our area is the most beautiful area in our city. He has planted more than 100 trees in the neighbourhood and nurtured them by watering them every morning and evening.

The park in our area was in a very bad condition. He went from house to house and collected money from all the residents and then hired workers to beautify the park. Now all the children play there and he sits there to keep an eye on them. All the people in our area love him because he is such a big help. He is always ready to help anyone in need with his time and money. Being from an army background, he is himself very disciplined and is a good role model for all of us. Mr. Deol rightfully deserves to win this competition. I recommend his name once again.

Hoping for a fair consideration of his name for the competition!

Yours faithfully,

Narinder Singh

35. You recently moved to a new apartment. Write to your friend and say

- Why did you move there
- Describe the new apartment
- Invite him/her to visit you

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. The good news is that I got a promotion and so I have moved from Phagwara to Chandigarh.

You know very well that I have been working with the HDFC Bank for the last five years. My promotion was long overdue. Last month I got my promotion and along with that I also got a transfer to the head office at Chandigarh.

Chandigarh is a very nice and beautiful city. In fact it is the most well planned city of Punjab. I got my accommodation through the bank in sector 35. I moved in two weeks ago. It is a beautiful apartment. There are two bedrooms, a hall and a kitchen. The shopping centre is very near. By bank is also in this sector only. So, I just walk there. I don't need to take out my car.

Why don't you come over for a few days. I am sure you will like it here. We would visit all these places together and also share some nostalgic memories of our college years.

Hoping to see you soon!

Yours lovingly,
Kiran

36. You read an article in a magazine recently, which might be useful for you and your friend's job. Write a letter to your friend and say

- Describe an article and its content to your friend.
 - Explain why it is good for you.
 - Why would it be helpful for your friend?
-

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. I really miss the time we spent together in college. It was great that we both got placed in good companies, but unfortunately your company is in South India and mine in the North. Today, I am writing to you to share with you an article, which I read recently in my company's monthly magazine. The article is about time management and has been written by the CEO of my company 'Laxmi International'.

The article talks about managing time effectively between personal and professional life. This article is actually one chapter of the best seller 'Winning over Time'. This book has 10 more chapters and is full of interesting real-life examples.

This article is good for both of us, because I know that we are both very ambitious and in a quest of climbing up the ladder of success, we are somehow forgetting ourselves, and our families. The best part I liked was that if we give time to our family and keep them happy, it increases our efficiency in office also. Do go through the article and let me know if you liked it.

I am looking forward to hearing your personal views.

Yours lovingly,
Kiran.

37. Your neighbourhood is having a problem with garbage. Write a letter to the environment officer in your area. In your letter:

- Describe what is causing the problem
 - Say why it is worrying you
 - And suggest a solution to fix the problem
-

Dear Sir,

I am writing this letter to apprise you about the garbage, which has accumulated in my street, and request you to do something about it as early as possible.

The sweepers appointed by the Municipal committee have gone on strike as a result of which there are piles of dirt and garbage in lots of places. I have been living in Hargobind Nagar for the past 20 years, and such a situation has never arisen before.

The main problem we are facing is the stink coming from these heaps. On top of that mosquitoes and flies are prospering by leaps and bounds. If steps are not taken soon, there may spread epidemics of diseases.

Please look into the matter urgently. Whatever needs to be done to satisfy the workers, please do it so that they come back to work soon. If that is not possible, then please appoint some temporary workers to clean the street.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Kiran.

38. You had lost contact with a friend, but you managed to get his/her contact lately and decide to write a letter. In the letter

- Explain how you got hold of his/her contact
 - Explain why you want to contact him/her
 - Ask questions about himself/herself
-

Dearest Aveena,

You must be very surprised to receive this letter from me. We have been out of touch for the last five years. I've really missed you badly. Luckily I ran into our old friend Amika, in Delhi last week. She gave me your address and contact number. So, I decided to write to you.

What have you been doing these past five years? Amika told me that you've had a tough time finding a good job. You know, I got a job in a big IT company, Sigma Solutions. I have been promoted twice in the last five years, and now I am in the HR department, in charge of interviewing new applicants. As I got this post, I thought of all my friends, whom I could help get a job in my company. You know, this is a nice American company, and they give handsome pay packages and good perks. So, if you are interested, send me your resume, and I can push it forward. It would be great to be together again and revive all our nostalgic memories of the past.

Do convey my regards to your mom and dad and love to your little sister. Waiting eagerly to hear back from you.

Yours lovingly,

Kiran.

39. You found a job opportunity in a foreign country. Write a letter to your friend who knows about the country. In your letter mention the following:

- What is the nature of your future job
 - Why did you apply for that job
 - Ask for details and his/her advice about the country.
-

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I applied for a job in Barklay's Bank in Leeds and have received their job offer. I heard that you have also worked in the same bank in Leeds a couple of years ago.

My job is in their insurance section. It mainly involves meeting people and convincing them of our insurance policies. It also has a lot of fieldwork. I have done an MBA in finance and my resume was very impressive. That is why, perhaps, I got the job. The pay package is also very good.

I applied for this job because I have good communication skills and I love meeting people. The fieldwork involved in this job would help me in developing my network. Ultimately, I would love to open my own company and this experience would help me a lot.

Do tell me something about the country and the people there. What sort of weather I shall have to face and what sort of accommodation I should look for. It would really be helpful to know about the culture and traditions of the people there. It would help me get adjusted there sooner and mingle with the locals. It would also be good for my job.

Waiting eagerly to hear from you. Do convey my regards to your parents.

Yours lovingly,
Kiran

40. Write a letter to an accommodation officer in a foreign university in which you have taken admission. In your letter

- Ask him to arrange an accommodation for you
 - Brief him about what kind of accommodation you would need
 - Describe what you would need when you arrive there along with arriving details.
-

Dear Sir,

My name is Tawmit Singh, and I have enrolled as an undergraduate student in the Business Management Course. I am writing this letter to request you to arrange an accommodation for me in the University Halls of Residence.

My classes start from 13th August, but I will be reaching on the 1st of August. I have been in touch with some senior students through email, and they have very kindly offered to pick me up from the airport and accommodate me for 3-4 days. I have heard that the University Halls of Residence fill up very soon. That is why, I am writing well in advance so that I am sure of getting a room.

I would like a single room, but in case that is not possible, I can share a room. It would be nice if I have another student from India to share my room. It would be very helpful, if you can give me a room in the 'A' Wing as it would be very close to my class building. Please let me know if I can be allotted a room in the University Halls of residence.

Hoping for a prompt response from you regarding this matter.

Thanking you!

Yours faithfully,
Tawmit Singh.

41. You have recently left something in a train, write a letter to the manager of the Lost and Found department and specify:

- When you lost it,
 - Describe the object you have left,
 - Tell the manager what you want them to do with it.
-

Dear Sir,

I recently travelled from Delhi to Bombay on Shatabdi Express. I am writing to report about something that I lost on the train, and to request you to kindly look for it in the lost and found department of Chhatrapati Shivaji Terminus, Mumbai.

When I returned home I discovered that I had left my black, leather laptop cover in the train. It is a rectangular bag of Dell Company. I was working on my laptop in the train. I had my small suitcase also with me. When the station came, I picked up my laptop and my suitcase, but forgot its bag in the train. The inside pocket of the bag has my visiting card with my name and address on it. There are some other important papers in it.

I would really appreciate if you take some efforts to find the bag. If the case is found, please inform me. My contact number is 9888195776.

Hoping to hear from you soon!

Yours faithfully,
Kiran Makkar

42. You are moving to a new country to join a new company. One of your family members is moving with you too and is willing to work with your company too. Write a letter to your manager.

- Introduce yourself
 - Tell him/her about your family member
 - Tell how he/she suits your company
-

Dear Sir,

My name is Mahendra Singh, and I have been placed in the IT department of your company, Bayer Healthcare, as senior web developer. I have heard that you are recruiting more new employees in the IT department. I am writing this letter to request you to consider my younger brother Jogendra Singh for this post.

I intend to move from India to work in this company next month. My mother and my younger brother are also moving with me, as there are only three people in my family. My brother has recently completed his MCA (Masters in Computer Applications). During his course, he did 6 months internship in the IT department of Ranbaxy Pharmaceuticals. I think he will be perfectly suited for the posts you are hiring for.

I am attaching his CV (Curriculum Vitae), along with this letter. I hope his credentials meet upto your expectations.

Hoping for a favourable response from you!

Yours affectionately,
Mahendra Singh.

43. A TV program wants to create a show about a place and they want ideas from people about where to go. Write a letter to the producer of the show and say:

- What your suggestion is
 - How you know about the place
 - And why you think it would attract viewers
-

Dear Sir,

My name is Kiran Makkar, and I belong to Phagwara, a small town between Jalandhar and Ludhiana. As I was watching your TV show 'Peoples and Places' last Sunday, I came to know that you are asking people for ideas on places, which deserve to be on this show of yours. I am writing this letter to suggest an attractive place on which to create a TV show.

There is a small village, Plahi, about 4 km from my hometown. It is the most hi-tech village of India. This village developed so much because of the efforts of the NRIs of this village. The local people of the village set up an NGO – National Rural Development Society. This NGO has transformed the lives of 3800 people. This NGO is providing free Internet to all residents. There is a big soundproof community hall, which can accommodate more than 1000 people. There is a stadium and a polytechnic also in the village. It has a well-maintained public park and an energy park. It is the only village in Punjab, which runs almost entirely on renewable energy sources. From streetlights, water heaters, pumps to cookers, everything is solar. People have smokeless stoves and biogas plants in their homes. No wonder, it is called the energy village.

If you dedicate one episode of your TV show to this village, it would be an eye-opener to many people who think that villages are backward and can never match up with the cities.

Hoping to see a show on this village on your TV channel soon.

Yours faithfully,
Kiran Makkar

**44. You recently visited a store and didn't like the customer service there.
Write a complaint letter to the store manager and say**

- What was the issue there?
 - Why wasn't the staff helpful?
 - Suggest what can be done about it.
-

Dear Sir,

I am writing this letter to complain about your staff members who were very unfair and rude with me when I visited your store last Sunday. My name is Kiran Makkar, and I belong to Phagwara. As I came to know that a new store, 'One Stop Shop', has opened in my hometown, I was very excited and went there with my parents last Sunday.

We were awed to see that a store of this magnitude had opened in our small town. We picked up our shopping cart and started moving through the aisles, picking up all what we needed. We saw a room heater, which we liked a lot and put it in our cart. There was an attractive discount offer on it and it was the last piece. Then we came to the billing counter and started waiting for our turn. There was a long queue and we told the person behind us to look after our cart while we went to drink water. When we came back, we saw that our heater was not in our trolley and someone else had already got it billed in his name. We complained to the salesman who knew that we had picked up the last piece, but he sided with the other person and said that he had seen and liked the heater first. I could not understand his logic, but as the heater had already been billed, I could do nothing. Your other staff members also did not cooperate with me. We were so upset that we didn't buy anything and came out of the store.

You have CCTV cameras fitted all over in your store. Please go through the footage and you will come to know that we have been wronged. Please admonish your staff for such behaviour, or you will never be able to build your customer network.

Hoping to hear from you soon regarding this issue.

Yours faithfully,
Kiran Makkar.

45. Write a letter to the transport officer about a problem with transport system in your area. Please say

- Describe the situation you are facing.
 - Why do you consider it a problem
 - What changes would you like to recommend
-

Dear Sir,

My am Narinder Singh from Hargobind Nagar, Phagwara. I am writing this letter to apprise you with a problem with the transport system, which is causing a lot inconvenience to the people of Phagwara, and to request you to do something to mitigate the problem as early as possible.

You know very well that a flyover near the bus stand is under construction, because of which there is a lot of chaos in the traffic in front of the bus stand. To add to the confusion, the private buses stop on the roadside, instead of going inside the bus stand, and keep waiting for their buses to fill with passengers. This causes problems for people on their personal two wheelers and cars. The traffic lights on the crossroads are also not working at many places, causing a lot of accidents.

It is my humble request to stop the buses from stopping on the road and not going inside. And also please get the traffic lights in working order again. Hoping for a prompt action from you regarding this matter.

Yours faithfully,

Narinder Singh

46. You are living in a rented apartment, but your family situation has changed. You need a new accommodation. Write a letter to the real estate agent asking for a new arrangement. You should say

- What is your family situation
 - What are the requirements for the new accommodation
 - When do you want to move
-

Dear Sir,

I am Mohit Sharma, your new tenant from apartment number 341, Netkalappa Circle. I moved in with my family a year ago. I am writing this letter to request you to change my apartment from a bigger one as I my parents are also moving in with me.

I moved to Bangalore from Punjab, as I got a job in Sigma Tech Solutions. My wife and two children also shifted with me. Now, I have somehow persuaded my parents also to move here, as it is not possible for me to go to Punjab very often to look after them.

They are arriving next week. Sir, it is my humble request to change my two bedroom apartment to a three bedroom one. It would be very kind of you if you find me such an apartment as soon as possible.

Hoping for a positive response from you regarding this matter!

Yours faithfully,
Mohit Sharma.

47. Write a letter to the hotel manager about a bad experience you had while staying there. Include the following in your letter:

- Where and when did you stay?
- What had happened?
- Suggest a solution for the situation.

Dear Sir,

My name is Indroop Singh, and I am from Punjab. I am writing this letter to complain about a bad experience, which I had when I stayed in your hotel, SK Inns Mysore, from 14th to 19th December 2016.

I had booked your hotel online from 14th to 19th December. I was to reach by 6 pm. My flight was till Bangalore and from there I took a taxi to Mysore. It takes 4 hours normally, but unfortunately, I got stuck in a traffic jam and reached Bangalore at about 9 pm. When I arrived, the person at the reception, Biju Thomas, told me that my room had already been let out to someone else. I couldn't believe it, because I had paid well in advance. To add to my dismay, Mr Thomas was mad at me for not informing him that I would be late. When I told Mr Thomas that I would lodge a complaint against him, he gave me another room, but that was in the corner, and there was no internet connection over there. The next morning, I went to the restaurant for the complementary breakfast, but that too was pathetic, in terms of quality.

I am not at all satisfied with my stay at your hotel. It was a disaster. I believe you should refund me some of my payment, which I made for my stay, because I did not get what was included in my stay, and what I got did not meet the basic standards.

Hoping for a prompt response from you regarding this matter.

Yours faithfully,
Indroop Singh
makkariELTS | www.makkarielts.com

48. Write a letter to the hotel manager to make arrangements for hosting a party for one of your friends. In your letter

- Tell the manager about the reason for the party
 - Explain what requirements you have
 - Ask about the availability of facilities and the menu
-

Dear Sir,

My name is Kiran Makkar, and I belong to Phagwara. I am writing this letter to book a party hall in your hotel, Cabana Palace, for the 15th of April. I would also like to request you to make all the necessary arrangements for the party.

My friend, Surjit's is turning 25 on the 15th of next month, and I want to make the day special for her by inviting all our common friends. I would like to book the hall from 4 pm to 8 pm. Please arrange a party for a gathering of 20 people. My total budget is between Rs.10,000 and Rs.12,000. Please arrange the snacks and soft drinks within that much. We would also like to play housie and musical chairs, so if you could arrange the music system and the chairs, it would be great.

Do let me know if your party hall is free on that day, and also let me know a suitable time when I can come and finalise the menu for that day with you.

Yours faithfully,
Kiran Makkar

49. You have recently purchased a piece of furniture, but you noticed a problem when it was delivered to you. Write a letter to the store manager and say

- What is the problem?
 - How did it happen in your opinion?
 - What do you suggest the manager should do to resolve the problem?
-

Dear Sir,

My name is Mukhinder Singh. I visited your shop on the 2nd of April, and placed for a dining table and a centre table. I am writing this letter to complain about the defective furniture that was delivered by your company.

The eight piece wood-and-glass dining set (Order number 77779) that I ordered on April 2 was delivered yesterday. As I was away on business that day, my neighbour, who has a key to my apartment) accepted the

packaged set and signed for it without question. However, when I opened the teak wood dining table myself with great care, I found that two of the glass inserts were badly scratched and one was broken.

I cannot accept the table in this state and want to receive a replacement as soon as possible. In my opinion the damage seemed to be caused by inadequate packaging. In case you have any questions feel free to call me at 9888195776.

Hoping for a prompt reply from your side!

Yours faithfully,

Mukhinder Singh

50. You recently bought an item in the supermarket but later found out that something was wrong with it. You came back to the supermarket, but the staff wasn't helpful. Write a letter to the supermarket manager and say

- What item did you purchase
 - What was the problem with it
 - What do you want the manager to do about it
-

Dear Sir,

I am writing this letter to complain about the poor after-sale service I received from your employees at the shop. My name is Kiran Makkar, and I am one of your regular customers.

I purchased a personal computer from your shop last month. I discovered that the computer's graphics card was not properly assembled. I could not use the computer to play any video game. Therefore, I went to your shop and asked one of your staff to fix this issue. Unfortunately, he was very impolite and disregarded my request. I approached the store manager and he told me that I have to buy a brand new graphics card. He refused to provide me with a free graphics card and claimed that the computer had no problem prior to my purchase.

My computer comes with 2 years of full service warranty. You should follow the terms and conditions of your service warranty and fix my computer. Therefore, I would like to recommend that you contact your staff and ask them to respect their customers and solve their technical problems.

Hoping for a prompt and positive response from you regarding this matter.

Yours faithfully,

Kiran Makkar

51. You have read a magazine article that mentioned a place you are familiar with. There was a mistake in the article. Write a letter to the editor of the magazine and say

- What the error was
 - Explain that you are familiar with the place.
 - Why is it important to correct the error
-

Dear Sir,

My name is Raghav Bharadwaj from Jalandhar, Punjab. I am writing this letter to apprise you with some wrong information printed in your magazine, Punjabi Virsa. There was an article in your esteemed monthly, which contained some wrong information about Phagwara.

I do not belong to Phagwara, but my relatives live there and I visit them very often. In fact I know it as well as my hometown. I know about each and every historical place and worth-seeing place of this city.

In the December 2016 issue of Punjabi Virsa, there was an article on the historical and religious places of Phagwara. It was written that there is a temple of Lord Ganesha, which is about 50 years old. This temple is of Lord Shiva, and is not just 50 years old; it is more than 150 years old. I have been to that temple many times and I know the history and the religious significance of this temple.

The information in your article may have been just a misprint but still I feel you must correct it and re-post the article with the correct information. It is very important to publish the correct information because it is a religious and historical place and people are entitled to get the correct information.

Hoping to read the article again in the next issue with the correct information.

Yours faithfully,
Raghav

52. You borrowed something from your friend a while ago, but it has been damaged somehow. Write a letter to him/her and say

- Remind him/her what you borrowed.
 - Explain what happened to it.
 - Suggest what you are going to do about it.
-

Dear Elaine,

I hope this letter finds you in radiant health and the best of spirits. You remember, you lent me your beautiful silk stole for my sister's wedding party. Unfortunately, it got damaged and I would like to apologise for that.

It was so kind of you to lend me that stole. The stole complemented my dress so well that I got a lot of compliments that day. Alas, I ruined your stole by mistake. It so happened that we were all dancing on the dance floor and suddenly the tassels on the stole got stuck in my shoe heel and I heard a loud ripping noise. My heart skipped a beat when I saw the stole completely torn from the middle. I tried to get it darned, but the tear is still showing.

Please forgive me for this. I would be happy to buy you a new stole. Please let me know where you bought it from, so that I can buy a similar one from there. I hope the new one will be as good as the old one.

I am looking forward to hearing from you soon.

With love,
Kiran.

53. Write a letter to a bus company about something you lost on a bus. In your letter

- Give details of your bus trip
 - Tell them what you lost
 - Explain what you'd like them to do.
-

Dear Sir,

I am Kiran Makkar from Jalandhar. I travelled in your 2.30 pm bus from Phagwara to Chandigarh on 3rd February 2017. I am writing this letter to request you to check with the conductor of that bus for a tote bag containing two silk suits, which I forgot to pick up while disembarking at Chandigarh.

I had a laptop bag, a purse and this tote when I boarded the bus at Jalandhar. I put this tote bag under the seat in front of me. The tote bag had two silk suits, which my sister-in-law had gifted me. I remember, I was very tired and I went off to sleep. The next thing I knew was that the passenger sitting next to me was shaking me telling me that the final stop at Chandigarh had come. I got up and picked up my laptop bag and purse, but

totally forgot about the tote. It is a strong possibility that as it was the last stop, the conductor or the driver of the bus may have spotted it later on.

Sir, I would be highly grateful if you help locate my tote bag for me. In case you are able to find it, kindly call me at 9888195776. I can come to the bus stand Jalandhar and collect it.

Hoping for a prompt response from you regarding this matter.

Yours faithfully,
Kiran Makkar

54. You are going away from home for one week and you need to ask your neighbour to look after you house.

- Why you want to go away
 - What you want your neighbour to look after
 - If there are any problems then give instructions
-

Dear Elaine,

I hope you are well. I am writing this letter to request you to look after my house for one week as I have to go on a business tour to Mumbai.

You've already informed me that you'll be at home next week, and that is why I am asking this favour of you. If you could just check my house from time to time to make sure everything is fine, it would be great.

The plants in the living room need to be watered once a week only and placed near the window when it is sunny. In terms of taking care of the house that is all I require you to do. I also gave your telephone number to the TV repair company who will be returning my set on the 8th of April. Kindly open the house for them so they can install it for me.

Thank you for all your help and I'll remember to bring back the souvenir you requested from Mumbai.

Yours truly,
Kiran

55. You ordered two items through the Internet and you received two different items. Write a letter to the manager:

- Explain about what you ordered
- Ask why the two other items were different
- Ask about how would he solve this problem.

Dear Sir,

Today morning I received my order of the external hard disk and the camera that I had ordered over the internet from your website www.lears.com. I was shocked to see that both the things were very different from what I had ordered.

I ordered an external hard disk of WD Company and I specifically ordered a 500 GB one. What I received was a hard disk of 250 GB and that too of Sony. The second thing I ordered was a Canon Power Shot camera of 12 mega pixels but you sent me a Sony Cyber Shot of 7.2 mega pixels.

I have been a regular customer from your website but such a problem has occurred for the first time. I paid online for the two things I ordered and I printed out the receipts. I fail to understand how this mistake could have been done.

I would like you to either send me the refund or the actual items I purchased. Also please advise how you want me to send these things, which I got, back to you. Hoping for a prompt reply from you regarding this matter!

Yours faithfully

Kiran Makkar

56. Government plans to construct an airport in your locality. Write a letter to the authority.

- Explain where you came to know about the news.
- Describe the negative effects of airport construction
- Ask to consider alternate site for airport construction

Dear Sir,

I am writing this letter to express my concern about the plan of construction of an airport in Model Town. I got this information from a local newspaper of our area.

My name is Indroop Singh and I am a resident of Model Town, Ludhiana. This area is very well developed and there is a school, a college and a very big multi-speciality hospital. The hospital in our area is a big asset for the

people. This has been here for the past 50 years now and has benefited not only the people of our locality but also the people of the neighbouring areas. An airport in this area would bring a lot of noise pollution and congestion in the area. The big park, which you intend to include in the airport site would also be a big loss for the people.

Our area is already very congested. An airport here would bring even more congestion. As it is, there is an international airport at Amritsar, which is only 200 km away. So, I urge you to please reconsider your plan and drop the idea of an airport. If at all you have to construct an airport at Ludhiana, please make it in the suburbs, so that city people are not affected negatively.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,

XYZ

57. You are going to work in another city for a year. A friend who lives there offered to help you find a place to live. Write a letter to your friend and say

- Express your gratitude to him/her.
 - Describe the area that you want to live in.
 - Explain what type of accommodation you are looking for.
-

Dear Simar,

Hope this letter finds you in radiant health and the best of spirits. It was so kind of you to offer to find a place for me to live in. I am writing this letter to thank you and to let you know what type of accommodation I am looking for. It would be great if it would be near you.

I will be moving with my family to Leeds next month. I would like a two-bedroom apartment, preferably on the ground floor. I am prepared to spend anything between \$800 and \$1000 per month as rent. The bedrooms should be pretty spacious and the kitchen should have a window that opens to the outside. The kitchen should also have the basic things like the refrigerator, dishwasher and the microwave fitted in it.

The apartment should be close to the shopping centre and should have a playground in the neighbourhood as I have two children 3 and 7 year old. Good educational facilities for children should also be there for children. Last but not least, the public transport should be available in that area because I am not sure when I would be able to buy my own car.

I would be arriving next month. Please let me know as soon as you find a suitable apartment for me. I am really looking forward to spending a year in your country. We would be able to meet often and revive nostalgic memories of our college days.

Yours lovingly,

Kiran

58. You are an employee in an office, working on one big project together with your colleagues. Write a letter to your manager to inform him/her that one of the employees makes mistakes that affect your work. In your letter say

- What mistakes have you encountered so far?
 - Explain that others employees complained about the same mistakes.
 - Suggest a solution to solve this problem.
-

Dear Sir,

I am Mohit Bhalla, working in the IT department of our company Sigma Healthcare. Presently, I am part of the team working on the project of development of an app for direct marketing of the products of our company. I am writing this letter to apprise you that one member, Sumit Sharma, is slowing down the project by constantly making mistakes. I would request you to please do something about it.

Sir, our project is an integrated project and six of us are working on it simultaneously. Sumit Sharma does not have the knowhow of the software we are employing in making this app. As a result he does some wrong steps, because of which we have to undo and redo the steps many times, which is very confusing and bugging. All the other team members are facing the same problem.

Sir, I would like to suggest that you can assign some other project to Sumit Sharma, and remove him from this project. It is my humble request.

Hoping for a prompt response from you regarding this matter.

Yours faithfully,
Mohit Sharma.

59. You came to know that your company is looking for a translator for meetings, and you know a person who is good at translation. Write to your manager -

- Describe this person.
- Explain why he/she is suitable for this role.
- Give his/her contact details to your manager.

Dear Sir,

I am Mohit Bhalla, working in the IT department of our company Sigma Healthcare. I came to know that you are looking for a translator for our company meetings. I am writing this letter to recommend my acquaintance, Rajeev Verma for this job.

I met Rajeev Verma when I took a tour with Pack Travels, a tour company based in Chandigarh. I was surprised to know that he can speak 17 languages comfortably. He became a good friend, and we are in touch through a social networking site. He just mentioned that his work for the tour company involves lot of travel, which he is finding very cumbersome at times. He is on the lookout of a stable job, and you are looking for a translator as our company is expanding globally.

Sir, I believe Rajeev Verma would be perfect for our company. I am attaching his CV along with this letter, with his contact details.

Hoping for a favourable response from you regarding this matter.

Yours faithfully,
Mohit Bhalla.

60. You had applied to City College recently. Now the college has written back saying the course you applied for is full and they have even suggested an alternative course. Write back to them stating

- Why you chose the first course
- Your views on the suggested second course
- Your plan of action.

Dear Sir,

Received your letter dated 13th March in which you have denied me admission in the 'Graduate Diploma in Computer Animation' for the fall 2010 session. You have written that I was late in applying and the seats were

already full. You have also suggested an alternative course in 'Web Designing'. I am writing this letter to say that I don't want to do the other suggested course. I would appreciate if you give me a seat in the next intake.

I chose the Computer Animation course because it is an upcoming field nowadays and yours is the first college in Punjab to start this course. My friends have gone to Delhi to do this course. There are many job openings after doing this course. As it is a relatively new course so the competition is also not so severe yet.

I have done my masters in computer science from Khalsa College Jalandhar. Web Designing was a component of that course. Therefore, I don't think I need to do the course in web designing.

I would be very grateful if you consider my application for 'Graduate Diploma in Computer Animation' for the spring 2011 session. It would be worth waiting for that course. Please reply soon so that I can plan accordingly. Thanking you!

Yours faithfully,

Kiran

61. Your friend wants to send her/his child to learn music. He/she asked you for some information about the music academy that you went to. Write him/her a letter and say

- Describe this music academy.
 - Suggest a teacher or a class to go to.
 - Explain why you recommend it.
 - Provide some extra information that may be needed.
-

Dear Shabana,

It was great to hear from you after a long time. You wanted some information on a place where you could send your daughter to learn music. Well, I learnt music from Rajeshwari Kala Sangam, Jalandhar. They teach classical and vocal and many other genres of music, and all the teachers are very nice.

This academy is in New Jawahar Nagar, Jalandhar. They have very good teachers. They teach music in small groups of four students in each group. The timings are also very convenient for school going children. Although all the teachers are very good, one of the teachers, Santosh Vyas, was my favourite.

I am recommending this academy because I did a lot of research and went to many other academies before joining. I found this to be the best. They have very up-to-date musical instruments and other infrastructure needed to teach music. Many other people also recommended it to me. Parents are allowed to sit outside in the reception area, while their children attend the class.

I hope this information will help you make your decision. If you want to know anything more, do not hesitate to ask.

Yours lovingly,

Kiran

62. You are arranging a conference for your company next month. Write a letter to your colleagues from a different department and invite them to attend it. In your letter say

- What the conference is about
 - Why you want them to attend the event
 - Provide some information on the arrangement of the conference.
-

Dear Gaurav and Mohit,

Hope everything is going well with you. I am writing this letter to formally invite you to attend a conference, which I am organising in the manufacturing department of our company.

You know very well that this conference is held every year in our company. The conference is mainly to make our products well known to our dealers and distributors. This year our CEO, made me the project director. I had a team of 20 people working under me. We have spent two months in its preparation. The delegates have registered from all over India and abroad. This year more than 200 people have registered. It is going to be a mega event.

I would like you both to attend the conference and give me some feedback on our work. You know we joined the company together, and we have had good rapport with each other. I really value your comments and suggestions.

Hoping to see you in the conference.

Yours truly,
Kiran Makkar.

63. Recently your employer offered some employees to do some work directly from home. Write a letter to your manager requesting the same arrangement. You should say

- Why do you want to work from home?
- Why would it be beneficial for the company and yourself?
- Suggest a suitable arrangement for you to work from home.

Dear Sir,

I am Vikas Gaba, senior web developer in your company. I have been working for the last five years. I came to know that you are offering the opportunity of telecommuting to some employees. I am writing this letter to request you to allow me also at least two days of telecommuting per week.

As I work in the IT sector, much of my work is online, which can be done from home. Actually, my house is about 15 miles from our office, but there is a new flyover being constructed, because of which I have to take the longer route. It takes me two hours to reach office. This construction is going to take another 6 months. I am not being able to cope up with 4 hours of commuting everyday. It is eating away my family time, and so there is a lot of stress at home.

If I am allowed to work from home, I assure you that no work will suffer and it will be good for the company also. I can work from home on Tuesdays and Fridays. I will be connected to my other colleagues and can even do video conferencing with them.

Hoping for a kind consideration of my humble request.

Yours faithfully,
Vikas Gaba.

64. You have been working at a company for some time, but now you want to do some of your work at home. Write a letter to your employer. In your letter:

- Tell him or her what work you can do away from the office
 - Let him or her know how many hours you need to work from home
 - And describe the benefits for you and your employer
-

Dear Sir,

I am Vikas Gaba, senior web developer in your company. I have been working for the last five years. I am writing this letter to request you to allow me at least two days of telecommuting per week.

As I work in the IT sector, much of my work is online, which can be done from home. Actually, my house is about 15 miles from our office, but there is a new flyover being constructed, because of which I have to take the longer route. It takes me two hours to reach office. This construction is going to take another 6 months. I am not being able to cope up with 4 hours of commuting everyday. It is eating away my family time, and so there is a lot of stress at home.

If I am allowed to work from home, I assure you that no work will suffer and it will be good for the company also. I can work from home on Tuesdays and Fridays. I will be connected to my other colleagues and can even do video conferencing with them.

Hoping for a kind consideration of my humble request.

Yours faithfully,

Vikas Gaba.

65. Write a letter telling your friend about your good news.

- What is it
 - Why does it affect your life
 - Invite him/her over for celebration.
-

Dear Hannah,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to give you the good news that I have got admission in Harvard University in Business Administration course and that too with a scholarship. I would like to celebrate this good news and it would be great if you can come over.

You know it was my dream to study in Harvard University, Boston USA, but it was beyond my reach as you know very well that the fee structure of Harvard is very high. I worked very hard and got a very high score in GMAT

and IELTS. I read about this scholarship and as my academic credentials were good, I decided to apply for it. My joy knew no bounds when I received the mail that I had been selected for the scholarship.

This opportunity would affect my life in a big way. After doing this course I hope to get a highly paid job, and then I would be able to help to improve the financial status of my family. I have seen my parents slog hard to make both ends meet and I would definitely want to give them some rest now.

I would be leaving next month, but before going I would like to have a get-together with my friends. It would be on the 16th, that is, next Saturday. The party would be incomplete without your presence. So, please come on that day.

Waiting eagerly for you!

Yours lovingly,
Kiran

66. You are a football player, but you have to leave the team for a while, write a letter to your team-mate and say:

- Why you have to leave,
- How much you love the football team,
- When you are coming back.

Dear Anil,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to inform you that I shall not be able to play for our team for some time as my grandfather has suffered a stroke and so I am going home to look after him.

You know how much I love football and our team. Playing football is a passion for me and the best time of my life is when I am on the football ground. However, one has to set priorities in life and my family comes before anything else. My grandfather is the most important person in my life. He has always been my friend, philosopher and guide. He is the one who motivated me to play football. What I am today is because of him. Now he has suffered a stroke and his left side is paralysed. He needs good care and a lot of physiotherapy, which I can provide better than anyone else.

I shall be back as soon as my grandfather is fit and able to walk on his own. It may take a few weeks to few months, but I am sure I shall be able to get him on his feet very soon. Hoping to see you all very soon!

Yours truly,
Mohit.

67. Write a letter to one of your classmates and invite him to a class reunion. Write

- When and where is the party
- Give some details about what is going to happen at the party
- Tell him/her what you have been doing recently

Dear Vibha,

Hope this letter finds you in radiant health and the best of spirits. It has been a long time since we met and so just to catch up with everyone I am organising a reunion of the class of 1999. Do take out time to attend this reunion, because it would be incomplete without your presence.

It has been 12 years since we all passed out of high school. Then everyone chose different careers and got busy in higher education. Some are doctors, some chose engineering and some got into business. Out of all our class I am the only one in our hometown. Therefore, I decided to organise this get-together. The party is on 12th March at Club Cabbana, Phagwara. I hope you can make it to the reunion.

We shall have lots of fun and frolic. At the same time we shall be reviving the nostalgic memories of our school days. I have also arranged a gourmet dinner and a DJ so that we can all dance to the beat of music. I have invited all of our class fellows. It was really tough to get the addresses of some of them.

After doing my MBA, I joined my father in our family business. My father runs his own business of building materials. I am the only son, so he wanted me to join him. I have been able to add new heights to our business because of my MBA.

Looking forward to seeing you on the 12th of March!

Yours lovingly,

Kiran.

68. Write a letter to your friend from an English speaking country, who wants to visit your country. In your letter

- Invite him and his parents.
- Tell him what places they should visit in your country.
- Give him some useful advice.

Dear Karen,

Hope this letter finds you in radiant health and the best of spirits. I was really very happy when I heard from Nisha that you are planning to come to India with your parents. I would suggest you to come in November or December because it is very pleasant here in these months. It would be my pleasure to host you during your stay in my country.

There is a lot to see in India. It depends on how long you are going to be here and what specifically you have in mind for your holiday. The Taj Mahal in Agra and the Golden Temple at Amritsar should be on top of your list. You know India has a rich cultural heritage and I am sure you will enjoy every moment of being here.

I can also plan a leave for two weeks and show you all these tourist places. We shall also revive some nostalgic memories of our college years when we studied together at Leeds University. Please send me your detailed itinerary so that I can plan out your time fruitfully.

Hoping to see you soon!

Yours lovingly,
Kiran

69. Write a letter to a cinema manager you have previously been to regarding a problem you had. In your letter mention

- Which the movie was and when you saw it
- What the problem was
- What the manager should do to rectify the problem

Dear Sir,

I am writing this letter to complain about a problem I faced last week when I saw the movie Avatar in your cinema hall.

My name is Gagan Singh. Last week I came with my friends to see Avatar in Sarb Multiplex. We were about five minutes late and the movie had already started when we reached. One of your workers guided us there but it was dark inside. Our seat was on third row but the first step was broken and I tripped and fell sideways and sprained my ankle. It spoiled the whole movie for me. I had so much pain that I had to leave immediately and consult a doctor.

Please look into the matter urgently and get the step repaired as soon as possible so that other people do not suffer in this way. Till that time, please advise your staff to guide the people to their chairs when it is dark inside.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Gagan

70. Your friend is planning to move to your hometown, and is asking you for some information about it. Write a letter and tell him/her about:

- Housing (the places to live) in your hometown
 - Schooling (choice for schools) for his/her children
 - Socializing (making new friends) with the locals
-

Dear Sabina,

It was great to hear that you are planning to move to my hometown, Phagwara. Although my hometown is small, yet it offers all the facilities any big city can provide.

All types of housing are available. Two big colonies are Model Town and Hargobind Nagar. You can get a suitable apartment on rent in any one of them. I am in Hargobind nagar. So, if you need I can start looking for a suitable accommodation for you.

Education facilities are also of topmost quality. There are schools affiliated to ICSE Board, CBSE Board and also Punjab School Education Board. You can select one according to your need.

People of my hometown are also very friendly and nice. There is a City Club, which you can join. Most of the elite members are members and have regular get-togethers in the club to acquaint yourself with the locals.

If you have any other query in your mind, do not hesitate to ask. Waiting eagerly to see you in Phagwara.

Yours lovingly,
Kiran.

71. Write a letter to local council regarding the plan of replacement of a library with a supermarket. You need to write the following:

- Where did you get this information,
 - The disadvantages of having a supermarket instead of the library,
 - Importance of the library
-

Dear Sir,

I am writing this letter to express my resentment about the plan of replacement of a library in Model Town with a supermarket. I got this information from a local newspaper of our area.

My name is Indroop Singh and I am a resident of Model Town, Phagwara. The library in our area is a big asset for the people. This library has been here for the past 50 years now and has benefited not only the people of our locality but also the people of the neighbouring areas. The elderly people of our community sit there for hours enjoying the latest newspapers and magazines and the children often go there to find matter for their school assignments.

Our area is already very congested. A supermarket here would bring even more congestion. As it is, there are already many supermarkets in our town and people do not need another one. So, I urge you to please reconsider your plan and drop the idea of a supermarket. People need the library more than anything else.

Hoping for a prompt consideration of this humble request!

Yours faithfully,

XYZ

72. You are unable to attend to your friend's wedding in Britain. In this letter

- Tell her what you think about her wedding plan
 - Apologize for not attending
 - Suggest date for future meeting
-

Dear Samaira,

It was such a pleasant surprise when I received your wedding card today afternoon. Unfortunately, I shall not be able to attend the wedding as my parents' silver jubilee falls on the same day and I have planned a surprise party for them here on that day.

I have read from your card that you have planned an eco wedding. All decorations will be in green and even your dress will be green. This is a new concept and a very nice one. You always wanted to do things in different ways. This is also a novel idea. We all know how important it is to save our environment and you have tried to give this message on your wedding day.

I am really sorry that I shall not be able to come, but, I have a suggestion. Why don't you two come to India for your honeymoon? The backwaters of Kerala are a wonderful choice for honeymooners. Then you can also spend a few days with me. Please consider this proposal.

I wish you a very long and happy married life. Hoping to see you soon!

Yours lovingly,

Kiran

73. Write complaint letter to the airline manager regarding the behaviour of one of staff members on your flight. In your letter

- Give full details of your flight.
 - Say what the problem with the staff member was.
 - What would you like the manager to do regarding this matter
-

Dear Sir,

I am writing to complain about the behavior of one of your staff in my last flight with your airline.

My name is Kiran Makkar and I am one of your regular customers. Unfortunately, last time when I used your airline I felt totally ignored. Last Monday on August 12, I flew from Delhi to London and my flight number was B203. Everything was good, until I had eaten my dinner. After dinner, I felt some hyperacidity, so I called one of flight attendants, Jyotsna, and asked her for some soft drink. She did not reply and went away. I thought she would come back with something, but she didn't turn up.

You can imagine how unhappy I was, when I saw this behavior. I was in great discomfort throughout the flight. She could have easily managed something for me. I am very disappointed with your airline. You must reprimand your staff for such behaviour. An apology letter from Ms Jyotsna would be very welcome.

I am looking forward to hearing from you.

Yours faithfully,

Kiran Makkar.

74. You have applied for a position in an international organization and you need to provide a reference letter. Write a letter to your former teacher asking him/her to write it for you.

- Give your full details.
 - Describe the job that you are going to do there.
 - Say why it is important to you.
-

Dear Mr Phillips,

My name is Kiran Makkar, I was a student in your bachelors of commerce class in 2012. I was among the toppers of your class. I am writing this letter to request you for a reference letter for the job, which I've applied for.

I recently applied for a full time position in 'Universal Enterprises', an international company. The position is for financial researcher in their 'Research and Development' section. I think it is quite an interesting job and will help me develop my research skills further.

This job is really important for me because it is a great opportunity in a really good company and they have office overseas as well and there is the possibility of working on projects with staff from other countries around the world. This is something, which has always interested me.

Your reference would carry a lot of weight and will surely help me in getting the job. Thanks for your help in this matter.

Yours sincerely,
Kiran Makkar

75. A local community group is looking for part-time volunteers to help take care of children. Write a letter to the organizer of the group. In your letter

- Tell the organizer why you are interested
 - Say why you are suitable for the work
 - And provide details of when you are available
-

Dear Sir,

I am Kiran Makkar from Phagwara, Punjab. I came to know through your advertisement in the local tabloid, Jagdambay Times, that you are looking for volunteers for taking care of children. I am writing this letter to request you to consider me for this job.

I am working as a staff nurse in a cancer hospital. I work in the ward for the terminally ill. It is a very depressing job, as I have to see people in great pain every day. I also see people go before my very eyes every other day. Working with children would give me great happiness and peace of mind. I can look after children very well. I would love to spend some time with children every day.

My working hours are from 9 pm to 2 pm. After that I am free for the rest of the day. I can spare 2-3 hours in the evenings. It would be a blessing for me if you give me this opportunity to look after children. I am attaching me resume with my contact details.

Hoping to hear a prompt and positive response from you.

Yours faithfully,

Kiran Makkar

76. You are having a family party at your house. Write a letter to a friend who is living in a different city. In your letter:

- Tell him or her about your party
 - Say why you want to invite him or her to your party
 - Provide information about how to get to the party
-

Dear Suman,

Hope all is well at your end. It has been a long time since we met. I am writing this letter to invite you to attend the silver jubilee party of my parents. They have been married 25 glorious years and so my brother and I have decided to make the day special for them by organising this surprise party for them.

You know very well that my mom and dad have a special liking for you. They would love your presence there. I have another selfish motive for inviting you. You can make the party rock by your singing talent. It would make it an event to remember. You have to come. I am not taking no for an answer. I am telling you well in advance, so whatever your prior commitments are, you can adjust them on any other day and time.

The party is on the 15th of next month. We have booked a hall in Ashish Continental hotel. It is a new hotel between Phagwara and Jalandhar. If you come by car, it would take you two hours from your city, but if you come by bus or train, then I can arrange to pick you up from the bus stand or railway station.

Waiting eagerly for you at they party.

Yours lovingly,

Kiran.

77. The company you work for has got some work, which they need help with. Write a letter to your friend and say:

- Why he/she should do this work
 - The job description
 - And how he/she can apply for the job.
-

Dear Sahil,

Hope this letter finds you in the best of health and spirits. I am writing this letter to inform you that my company is expanding globally and is hiring interpreters for their meetings, and it would be great if you apply for and get the job.

I remember last time we met that you want to leave the tour company, in which you are working, as it involves a lot of travelling. This job would be a golden opportunity for you to get a stable job. I am sure you will be hired, because they need people who know many languages, and you have done certificate courses in five languages.

It is easy to apply for the job. My company is going to advertise in the Economic Times, the coming Sunday. Apply immediately, because it is a lucrative job, and I feel that many applications would pour in. I will push your application forward and provide a letter of recommendation for you. Our company welcomes recommendations of the current employees.

Hoping to see you soon in my company.

Yours lovingly,

Mohan.

78. You had an appointment to meet your friend but you were not able to make it and you couldn't inform him. Write a letter

- Apologize for not coming
 - Explain the reasons why you couldn't be there.
 - Tell him/her how you tried contacting him/her.
 - Request another meeting.
-

Dear Sir,

I had a meeting regarding a home loan fixed with you for 24th April 2011. Unfortunately, I could not make it on that day. I apologise for the inconvenience caused because of this.

My elderly aunt and uncle are arrived unexpectedly from Gurdaspur on that day. Uncle was suffering from a heart problem for which I had to rush him to the hospital. I had to be with them during the entire week he was at the hospital. He was quite serious but fortunately he has recovered completely now because of timely medical help. It was a very tense period and in all that hustle and bustle I could not inform you in time. I am sorry for that.

I would be very grateful if you could reschedule our appointment for any day in the second week of May. You can call me at 9888195776 to inform me the new date or alternatively you may e-mail me at kiranmakkar@hotmail.com.

Once again I apologise for the inconvenience and thank you for your kind consideration.

Yours faithfully,

XYZ

79. Write a letter to a financial organization that gives money to students who would like to take a part-time course. Mention

- Qualifications and work experience
- Details about the course
- How this course will help you

Dear Sir,

I recently read about a scholarship programme that you are offering students who wish to do a part time course in Australia. I would like to be considered for the scholarship. I am enclosing my resume for your consideration.

My name is Indroop Singh and I belong to India. I have done my Bachelor's of Computer Engineering from IIT Chennai and now I want to do a part time diploma course in International Business. I have always been a topper in my class and I have heard that you encourage meritorious students. The fee for the course is very high and if I don't receive funding then I shall not be able to continue my studies.

The course would be very beneficial for me as today we belong to a global village. Whatever we do in life, we must know the basics of 'International Business'. Only then we can survive the tough competition we have to face in today's time. The scholarship I receive from you will help me to study further and also ease some burden off my parents' shoulders. I will also be able to concentrate on my studies more as I will not have to worry about the expenses incurred.

You may contact my professors at IIT Chennai in case you need to ask anything about me. My contact number is 9888195776, if you have anything to clarify from me.

Yours faithfully,
Indroop

80. There is a public event coming up in your town. Write a letter to your friend who you think would be interested to take part in it. In your letter

- Describe the event.
 - Say why you think he / she would be interested.
 - Suggest an arrangement to meet there with him / her.
-

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to invite you to celebrate our traditional festival Deepawali with us this year. Moreover, it will help you in the project you are doing on 'Globalisation and Tradition'.

Deepawali is our national festival. It falls in the month of October or November. It literally means rows of lights. It is celebrated to commemorate the return of Lord Rama to Ayodhya after fourteen years of exile. This is one festival which all Indians celebrate. A month before Deepawali, we whitewash our homes and buy new clothes to wear on that day. On the day of Deepawali we worship Goddess Laxmi, the symbol of wealth and also burn crackers. There is lots of fun and frolic.

We would be honoured to have you as our guest for your entire stay here. You are welcome to bring your parents along if they can spare the time. Ever since I finished my course at Leeds University and came back home, I have talked so much about you to my parents that they are all very eager to see you. You will see that we Indians have not forgotten our traditional celebrations even if we have become a part of the global village, which is influenced by the western culture. I assure you we will make it a memorable holiday for you.

Hoping to see you soon!

Yours lovingly,
Kiran

81. Write a letter to request a reservation of the apartment that you rented during your last vacation. Please say

- What did you like about the apartment
 - What weren't you happy with
 - Provide your date of arrival and length of stay.
-

Dear Sir/Madam,

I am writing to request you to book apartment number 203 on the Kovalam Beach, from the 24th of November to the 8th of December. My family and I intend to visit Goa during this period and I wanted to share the same experience I had the last time I was there with them. We all liked the apartment and would like to secure the same this time too.

This apartment is in the perfect location facing the seaside. The rooms of the apartment are very spacious and the view of the sunset from the balcony is spectacular. We intend to have a relaxing holiday, which I am sure would be possible in this apartment.

I would like to bring to your notice an inconvenience we faced last time. The AC of the master bedroom was a bit temperamental and would stop working for hours at a stretch. Please make sure that everything is in perfect order.

Looking forward to making the trip and hearing back from you!

Yours faithfully,
Suneet Broca

82. Write a letter to your friend to inform him/her that one of your relatives is traveling to his/her country and say

- Describe your relative.
 - Why is he traveling there
 - Why do you think they should meet
-

Dear Christine,

I hope this letter finds you in great health and cheer. I am writing to inform you that my aunt Meena is visiting Germany next month. She is to visit some friends on the occasion of their daughters wedding. I am sending some Indian saris for you with her. It would be great if you could meet her to collect your things.

Aunt Meena would be staying at the Merry Land Hotel at Berlin, which I believe is only two blocks away from where your university. She is in her mid forties, and is not tall, but very beautiful. She is as passionate about fashion and culture as you are. She is also very knowledgeable about Indian history and as you are working on a project on Indian culture, this would give you the opportunity to learn a lot from her. She would be delighted if you attend the wedding ceremony with her. You could also show her around a bit.

Hope you can manage the time to attend the wedding with her and also get ideas for your thesis.

Yours lovingly,

Suneet.

83. You recently read an article in a business magazine about the company you work for. Some information in the article was incorrect. Write a letter to your manager and tell him/her about the magazine article.

- Give details about the article.
 - What was wrong in your opinion
 - Suggest a solution to correct this error.
-

Dear Sir,

I am an employee in your company “The Triple Travel” in the Overseas Division. Recently I read an article about the leading travel companies in the April issue of “Travel Today” magazine written by Jagat Vishwas. As you are aware Mr Vishwas is the leading travel expert in India, I would like to bring it to your notice that this article conveyed certain wrong facts about our company’s achievements.

The article conveyed that our profits were 15% in the year 2015-16, whereas we have registered a profit of more than 20% in the given financial year. This information lowers our company’s standing to the fifth position amongst other travel companies.

Moreover we have started some overseas projects also, which have not been reported in the article. Overseas projects are very important for a global outlook. We must convey the right facts to the editor and have them corrected at the earliest.

I feel that these facts have been intentionally misrepresented/omitted to lower the standing of our company. I would advice that we should immediately convey these issues to the editor of the magazine so that they can issue an amendment in their next issue. As an employee of the company I felt It is my duty to inform you so that these facts can be rectified at the earliest.

Yours faithfully,

Anupam.

84. You are studying and doing a part-time job. A full time position recently opened in the company and your manager is asking you to quit your studies and start working full-time. Write a letter to him/her and say

- What is your decision
- Why did you make this decision
- Suggest a solution that will suit both you and the company.

Dear Sir,

I am writing this letter regarding your offer to take up the full time position of an assistant auditor in CSL. I have decided to humbly decline the offer, so that I can finish my diploma, which has only six months to go.

The reason for my decision is simply that I have dedicated 18 months to it, and it doesn't seem right to discontinue it at this stage. Further on in my career, this diploma course might help me in getting a promotion. So, it seems more practical to me to complete this first. My part-time job in your organisation is helping me in translating my theoretical knowledge to practical one, and I am learning a lot. In my opinion, if I finish this course, I would be a far better asset to the company, than what I would be now.

I would suggest that I continue as a part timer, and then six months down the line, I could transition to a full time role. Emily, who has just joined as an intern, has been working on our project for the last one month, would provide you with the manpower you need for the current projects.

Hope you would understand my situation and keep this job open for me for the very near future.

Yours faithfully,

Suneet Broca.

85. You have recently visited a tourist attraction and were very pleased by the help given to you by the staff. Write a letter to the staff manager and say

- Give details of your visit.
- Describe how the staff helped you.
- What do you want the manager to do

Dear Sir,

I am working in Shimla and along with my family I visited Red Fort in the month of January this year. I am writing this letter to thank one of your staff members who helped us during that trip.

We reached Red Fort by a bus. Red Fort is a very intricately designed and an imposing monument. We were confused about how to go about the visit. At the entrance we noticed that there was an office, which I figured could offer us some assistance about the monument. I went to the office and politely inquired from the person manning the office if he could offer me some advice as to how to go about visiting the Red Fort. The official whose name was Mr. Vijay Singh was very positive and dynamic. He first gave us a brief glimpse into the history of Red Fort and then explained us the various sections of the Fort and then took great pains to explain us in details as to how we should go about the visit. He even went out of the way and got us a good guide at very cheap rates. The official spent a good 30 minutes with us even though he was very busy. It was due to his positive attitude and painstaking efforts that the visit to the Red Fort was very educative and interesting.

I wish to place on the record the helpful and positive attitude of Mr. Vijay Singh, as it was due to him that our visit to Red Fort was fruitful. I am sure if all tourist officials function in this manner it would lead to great deal of satisfaction amongst the tourists.

Yours sincerely,
Mandip Singh.

86. You are going to take course in another country and you have finalized your accommodation through a travel agent. Now you want to change your accommodation. Write a letter to him and mention

- What was your previous accommodation, which you requested.
 - Why you want to change your accommodation
 - What new accommodation you want this time
-

Dear Sir/Madam,

I am Kiran Makkar, from India. I have joined a Diploma in International Cookery course in Hamilton University, and have booked an apartment through your company for one year. I am writing this letter to request you to kindly change that apartment, which is near the North Campus, to another one, which is near the South Campus.

I understand that I had finalized the apartment you suggested to me, but then I did not know that the course I am applying for is in the South Campus. I was also not aware that the two campuses are 2 miles apart. It would be very difficult for me to go for my classes every day on foot, from the present accommodation, which is near the North Campus.

Please book a 1 BHK apartment for me, preferably near North Campus and the student market. I am sorry for the inconvenience caused, but as I am informing you within the notice period of three weeks, I hope you will be able to change it without any hassle.

Hoping to hear from you soon!

Yours faithfully,
Kiran Makkar.

87. You recently saw an advertisement about business conference that can be helpful for your work. Write a letter to your manager asking permission to attend the conference. In your letter say

- What is the conference about
 - How did you know about the conference
 - Explain to him/her why it is important that you attend this conference.
 - Inform him/her about the schedule and venue of the conference
-

Dear Ma'am,

I am writing this letter to request permission for attending a conference being organized by the British Council

on the topic of ‘Managing and Teaching in large classes’.

I saw an advertisement about this conference in today's newspaper, The Tribune. It will focus on the different strategies for the management of students and improving teaching in large classrooms. As you know, in our college there a minimum of 40 students per class and it becomes a challenge to keep everyone engaged. This also sometimes leads to a compromise on the quality of our teaching, as we are unable to cater to the needs and the learning pace of all the students.

I believe that this conference will be extremely helpful for our institute, as it will enable us to develop and use strategies and methodologies to ensure that our classrooms are managed better. We need to maintain and improve the quality of education to meet and live up to the expectations of the parents of the learners.

The conference is scheduled to be held on the 15th of June, from 9:00AM – 5:00PM, at Club Cabana in Phagwara. After attending this conference, I can then organize a training session for the other teachers at the college.

I hope you will grant me the permission to attend this conference.

Thank you.

Yours faithfully,
Sumeet Kaur.

88. A new international hotel has posted various job vacancies. Write a letter to the manager. In your letter:

- Say what position you want to apply for
 - Say why it interests you
 - And provide your qualification and experience
-

Dear Sir/Madam,

I am writing in regards to the vacancy for a Restaurant Manager in The Windsor Hotel, which I saw advertised in ‘The Times’ dated 15th April. I hereby extend my interest in this position and am attaching herein a copy of my CV and certifications.

I am currently working as a Restaurant Manager at the Pancake Parlour in Malvern. I have over 10 years of hospitality experience in the roles of Team Leader, Chef and Supervisor. Recently, I have been promoted to a managerial position. I have heard a lot about your esteemed Azaaria Restaurant. I am looking forward to work there as a restaurant manager.

I am seeking to move to a bigger organisation with an internationally acclaimed business. I believe I meet and exceed the key skills and attributes needed for the post. You require someone with a Diploma in Hospitality and

5 years experience. I hold a bachelor's degree and 10 years experience. You want someone who can speak French. To this I would like to add that I am qualified in French, Spanish and German.

Being a part of your organisation would bring mutual benefit to you and me. It would allow me to share all what I learnt at Pancake Parlour, and at the same time allow me to hone my skills and widen my career prospects at a global scale within the hospitality industry.

Looking forward to your reply!

Yours faithfully,

Suneet Broca.

89. You have lived in an apartment for a year and your landlord wants to increase the rent. You are not happy with it. Write a letter to the landlord and –

- Introduce yourself
 - Explain why he should not increase the rent
 - What you would do if he increases the rent
-

Dear Sir,

I am Ravinder Walia, your tenant from apartment number 131, Bissonet Enclave. I am writing this letter to express my dissatisfaction about your decision to increase the rent.

I signed the lease for this apartment last August. It was clearly mentioned in the lease deed that if the current tenant wants to continue staying there, then there will be no increase in rent for 3 years. This policy is being followed by most of the landlords of this area.

If you are adamant to increase the rent, then I would not be signing the lease for the next year. The newly built apartment block, just across the road, is offering their apartments at much lesser rent for the first 20 people who sign the lease. I had not thought of it before, because I did not want to go into the hassle of shifting, but I may have to do so now, because it would be a saving for me. Please reconsider your decision and let me know at the earliest.

Hoping to hear from you soon.

Yours faithfully,

Ravinder Walia.

90. A friend of yours has started a new trading business in a foreign country. He or she needs some suggestions from you. Write a letter to your friend. In your letter:

- Suggest some products from your country
- Provide details about where it is available
- And explain why your suggestion is good for him or her

Dear James,

What a surprise to receive your letter yesterday! I am thrilled to read that you're planning to start an import-export business in Southhall. I feel honoured that you have asked for my advice regarding a product to import from India.

I would suggest that you import traditional Punjabi Suits from here. I have seen that Southall is full of Punjabis. In fact people call it the mini Punjab. People crave for traditional Punjabi suits over there and I am sure you will get a good business. You can add matching accessories like bangles and other jewellery with it.

I can help you in this endeavour. You just make one initial visit and after that I shall take care of things. You can buy stuff from Delhi, Amritsar and Patiala. For the jewellery you can visit Jaipur. You can get very good jewellery in all colours to go with the dresses.

I have recommended this product to you because my cousin is already in this business and I know that he exports these dresses to many parts of the world. So, I know they are popular in the west and you will also do well. Moreover, my cousin can guide you where to get the latest variety at reasonable rates.

Hope you like my suggestion. Looking forward to hearing from you soon.

Yours lovingly,

Preet Mohan.

91. Write a letter to your English-speaking friend who is visiting you soon and asking you what presents your family would like. Write

- Who your family consists of
- What kind of presents each member would like.
- How you feel about your friend coming to visit

Dear Hannah,

It was a very pleasant surprise to hear from you after such a long time. My joy knew no bounds when I read that you are coming to visit me.

My parents and my younger sister too are very excited about your visit. It is very generous of you to ask what they would like as a present from you. Believe me Hannah, your presence here would be the biggest gift for them. As far as material things are concerned, nowadays everything is available in India. So, please don't bother yourself for this.

It would be great if you send me your detailed itinerary so that I can plan the best for your holiday. You know, India has a rich historical background and I would like you to visit as much as possible. There is the Taj Mahal at Agra which is a must-see. Then the Golden Temple at Amritsar, the temples of South India, the beaches of Goa and the back-waters of Kerala are all awaiting you.

Fortunately, there is a summer break going on in my college, so I shall be completely at your disposal. I am really excited about your visit. We shall have a great holiday together and also revive some of the nostalgic memories of the great time we had four years ago when we were both studying at Leeds University.

Waiting eagerly for you!

Yours lovingly,

Kiran

92. You recently stayed at your friend's place, to look after the house while he/she is away. You accidentally damaged something in his/her house. Write a letter to your friend and say

- What was the accident
- When did it happen
- Suggest how the damage can be fixed.

Dear Manwinder,

Hope this letter finds you in the best of health and spirits. It was my pleasure to look after your house in your absence. Unfortunately, the glass pane of your living room's window broke down accidentally when I was playing with my children in the garden. I am writing this letter to apologise for that damage.

Yesterday, while I was playing football with my children in your front garden, they passed the ball to me. I could not stop the ball, and the ball went beyond the boundary of the garden smashing the window. I know that the window has to be repaired soon. I have closed the opening temporarily with a thick cardboard from your attic. It would be very kind of you if you could tell me the store from where you bought the glass, so that I can get it fixed before you and your family arrive.

Looking forward to your reply.

Yours lovingly,
Anu Gandam.

93. You have recently had a good meal in a local restaurant with your family. Write a letter to your local newspaper and say

- Describe the restaurant.
- What meal did you have there
- Why do you think this restaurant is worth visiting

Dear Sir,

I recently visited local Hot Millions Restaurant for a family dinner and am writing to share my experience there.

The restaurant is located right in the heart of the city and has ample parking space with valley service. The interiors are designed to provide a great dining experience with large glass windows providing a view of the city. The dining hall is spacious and the seating is worth a watch. To add to the experience is their staff that provides service within no time and with a smile. They serve traditional and local dishes along with a select range of Continental cuisine.

We had ordered Chicken in Clear Lemon Soup for appetizer and Grilled Mutton Chops, Vegetable Stew and Italian Brown Pasta Salad in the main course. For dessert, we ordered their specialty, Kiwi Fruit in Nutty Cream. The food was scrumptious and a treat to the eyes. The display and plating was beautiful. My kids loved the dessert in particular.

I highly recommend this restaurant as a must-visit for your readers. To attract new customers, they offer a 10 percent discount.

I'm sure your readers will have a great experience there.

Yours truly,
Simran.

94. You recently completed a course and you borrowed a book from your teacher, which you couldn't return in time. You would like to return the book now. Write a letter to your teacher and say

- What book was it
 - How helpful was the book
 - Explain why you couldn't return it in time.
-

Dear Mrs Joshi,

I am writing this letter to thank you about the book – 'The Photographer's Eye' by Micheal Freeman, which you had lent me to study during the final semester of my Journalism course. I also want to apologise for having failed to return it immediately after the exams were over.

The book is a masterpiece on practical aspects of digital photography and it helped me a lot in the exam of Digital Photography. It throws light on every aspect of framing, exposure, compositions and light. The routine text books of our course could've never matched to what this book taught me. It was only because of this book that I bagged the University position in the subject of Digital Photography.

The reason why I have been unable to return the book even after 4 months of my course completion is that I had received an invitation for internship in a fashion magazine. They wanted me to join immediately after my exams and I did the same. In this rush, I totally forgot that I had to return your book.

I am back from the internship programme and will come to you soon to return that marvelous book.

Yours sincerely,
Simran.

95. You would like to apply for a full-time position at an international company. Write to the human resources department and say

- What job are you interested in
- Explain what you are currently doing.
- Why do you think you are best candidate for the job

Dear Sir,

I am writing with reference to your advertisement in the local 'Employment News' magazine for want of various categories of workers in New Zealand. I consider that my credentials match the category of certified nursing assistants and I want to apply for the same. I am enclosing my CV for this job.

Presently, I am deputed as a nurse at Regional Hospital. I have been working here for the last two years. During these years I have equipped myself with all the nursing functions, which include taking and recording temperature, blood pressure, pulse and respiratory rates along with cleaning, sterilizing and preparing treatment trays. Strong communication skills and reacting actively to emergency situations has made me an organised nursing assistant.

Although I am enjoying my present job, I am looking for new opportunities in the developed world. I am sure that working in New Zealand would broaden my horizons even further, and on coming back, I would be able to serve my people even better.

If you have any questions please feel free to contact me at 9888195776. I look forward to hearing from you soon.

Yours faithfully,

Kiran Makkar.

96. You have recently started a new job. Write a letter to your friends to tell them about it and invite them for an evening meal.

- Describe how you feel about the job.
- Give directions to a meeting place.
- Give suggestions on where to stay, if they come from a different city.

Dear Robin and Ajay,

Hope this letter finds you in good health and cheer. I am writing to give you the good news that I have started working in Delta International. I just started last week. I would like to celebrate with you. Why don't we have dinner together at Club Cabana the coming Saturday.

I saw the ad for this job vacancy two months ago and applied for it. My joy knew no bounds when I received this offer letter. I have the post of Senior Web Developer. I am very happy about this job. This is something I was looking forward to doing.

Do let me know when you can come. Club Cabana is just 10 miles from Phagwara on the National Highway 44. I can make arrangements for your pick up from the railway station and then you can stay the weekend at my place. It would be great to revive some nostalgic memories of the college times.

Looking forward to see you!

Yours lovingly,
Narinder Makkar.

97. You are having some unpleasant issues at work. Write a letter to your friend who does the same job as you in a different company and say:

- Describe your job.
 - Describe the issues that you have.
 - Ask your friend for some advice.
-

Dear Joseph,

I am writing to inform you that I have been promoted to the post of Senior Journalist recently and I also want to discuss with you certain issues that I'm facing with this bigger role. You being in the same position of journalism makes you the best person to talk to for this.

As a Senior Journalist, I have to handle a team of three other Journalists. I also am responsible to coordinate the Journalists of four other cities that fall under the head office I work for. Apart from my own news coverage, I have to be the link between the head office and all the Journalists under me.

With added responsibilities have come some unpleasant issues too. The head office needs to be updated about the news every two hours and the final news items go in the evening. I have to make the two-hourly news update chart of all the journalists under me and keep sending it to the head office. During this time, I have to cover the news events that are under my direct responsibility. In this rush, I miss on my own news items.

Since you've been working as a Senior Journalist for a fairly long time now, please advise me on how to simultaneously handle the work load of news update charts and my own news items. I also want you to suggest me on ways to finish my work a little early in the evening.

Looking forward to your advice,

Yours lovingly,

Simran.

98. Your mentor recommended you to learn a new language and gave you contact details of a teacher. Following his advice, you need to write a letter to the teacher and say

- What is your motivation to learn a new language
 - How can the teacher help you
 - When will you be ready to start
-

Dear Sir

I am Anu, pursuing my bachelors degree in technology at Chandigarh University. My mentor Dr. Kiran has given your reference, as I have been shortlisted for a student exchange programme in your country Germany. It is an advanced Diploma course for duration of eleven months. I am writing this letter to request you to accept me as a student of your online course at the earliest.

It has been my dream to study in Germany, as it is a country known to be technically advanced. But to study in Germany, it is very important to know how to speak and understand the language. I have already started to learn German language with the help of material available on the Internet. I am also planning to enroll at Max Muller language centre for the weekend classes. I still need personalized guidance.

My mentor has informed that you provide online classes that are moulded as per the student's requirement. My requirement is not only to be able to speak and interact in the country but also to work part time. If I learn the language only then I will be permitted to work. Kindly mail the requirements and fee details to join your online course.

I want to leave no stone unturned and lose the golden opportunity. I want to start at the earliest and lose no time. I will wait eagerly for your reply.

Yours sincerely,

Anu

99. You have recently bought a TV and it arrived damaged. Write a letter to the store manager and say:

- When and what TV did you buy
 - Describe the damage.
 - How can the issue be solved in your opinion
-

Dear Sir,

I am writing this letter to complain about a damaged TV set, which I bought from store on 15th May, 2017. I visited your Sony Centre, Model Town, Jalandhar on 13th May, 2017 and placed the order of item no. 23506- Black, Sony LED 32". I paid the sum in full. I received the item today on 15th May 2017.

I opened the box with great enthusiasm, but to my dismay, I noticed that the thermocol packing was completely damaged, and when I took out the TV, the front corners were all scratched badly. Obviously, it was not packed properly and due to mishandling or careless handling the user booklet is also in two-pieces.

I am highly disappointed with service. I would like to get the item replaced on priority basis. Kindly make sure the item functions properly and is wrapped thoroughly to avoid any damage. Do let me know when will you be delivering the new item.

Eagerly awaiting your reply!

Yours faithfully,

Aditya

100. You have met an old friend in another city on your last business trip. Now you are going on another business trip in the same city and want to meet him/her again. Write a letter to your friend and say

- Express your excitement about the last meeting.
 - Give details about your new business trip.
 - Suggest an arrangement to meet again.
-

Dear Raghav,

Hope this letter finds you in pink and radiant health. I am writing this letter to give you the good news that I am again coming to Chandigarh for the business trip. Our last meet has been unforgettable. It was amazing catching up after so long. My mother loved the scarf you sent for her and I have put the schedule pad to use. It really helps me plan the daily routine and meetings.

I will be arriving in your town next Friday i.e. 26th of May by the morning flight. On the very same day, I have two back-to-back meetings followed by lunch. Later in the evening I have to report the minutes of the meetings to the head office through a video call. Therefore, I will see you on Saturday noon. I will be flying back on Sunday at 10 p.m.

Why don't we explore the Hill Resort we were talking about last time? I have surfed through the Internet and it is a great place, serves a variety of cuisines. Also, we can visit the Sukhna Lake in the evening. I am really excited to meet you again. Do let me know if you are available on Saturday, else we can keep it for Sunday.

Looking forward to see you!

Yours lovingly,
Aditya

101. A builder has recently completed some renovation at your house, but you are not satisfied with his work. Write a letter to him. In your letter,

- Tell him what work has not been completed properly
 - Tell him what you want him to do
 - Suggest some times when you will be available at home
-

Dear Mr. Oberoi,

I was happy and surprised to know that you have completed the renovation of my home earlier than your stated commitment. Unfortunately, there are a few problems, which I have noticed. I am writing this letter to express my dissatisfaction about your unsatisfactory performance.

Firstly, the wall-paint of the living room has not been done properly. Anyone can make out the differences in the color concentration on various spots of all walls. Secondly, the new tap of the kitchen is leaking. It seems it is a defective piece. Furthermore, the door closer of the backyard door has not been tightly screwed. It may fall any moment the door opens and is dangerous.

I will be available at home before 11 in the morning and after 3 in the noon for this week. I strongly feel that you should rectify all these problems as early as possible so that I can release the remaining payment. I hope a week's time is enough for you to complete the work.

I look forward to hearing from you.

Yours sincerely,
Aditya Kalra