

102. You have recently joined a sports centre and encountered some issues during your visits. Write a letter to the centre manager about it and say

- What do you like about the centre
- Mention the problems that you have had there.
- Give your view on how to solve those problems.

Dear Sir,

My name is Parminder Singh. I have recently joined your sports centre. I am writing this letter to complain about the problems I am encountering in the changing rooms.

The bolts on the doors and windows are all broken as a result of which anyone can budge into the room while we are changing. To add to it, the curtains are so dirty that they smell. The urinals attached to the changing rooms also stink. The dustbins are also very dirty.

On behalf of all the members, I request you to look into the matter urgently. We all feel very disgusted at the services we are receiving. We have all paid a very heavy membership fees and we feel that we deserve the best.

I would suggest you to call in a plumber and a carpenter to rectify the sanitary and wooden fittings. The curtains need to be changed. Last but not least, I would urge you to make regular inspections of the changing rooms so that the staff in charge of the mopping and cleaning, do their work properly.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Parminder Singh.

103. You have seen a man a few days ago in your local park, causing damage. Write a letter to the park management and say

- What did you see
- Who are you
- What do you think should be done about it

Dear Mr Sethi,

I am living in House No 1633 Sector 47A Chandigarh, and all people of this area enjoy the park of this sector, which is maintained because of your able management. I am writing this letter to apprise you that some irresponsible person is damaging the beauty of the park.

On 12 May, while I was taking my morning walk in the Park, I noticed that a person who lives in House No 1534 of the same Sector was causing lot of damage to the flowerbeds. He was walking through the newly planted sapling of the flowers. Realizing that his irresponsible actions would damage the flowerbeds and not allow their proper growth, I requested the person to not to walk through the flowerbeds. However, he paid no heed to me and told me that I had no right to question him on his actions and he continued to walk through the flowerbeds. It appeared that the wanted to spoil the flower beds on purpose.

May I request you to look into the matter and take necessary action so that there is no further damage to our beautiful park. Notices should be put at regular intervals that any person who causes damage to the park would be fined heavily. In case such wanton acts are not arrested, our park will cease to be the pride of our Sector.

Yours sincerely,
Mandeep Singh

104. You have finished a course. Write a letter to the course organizer to give your feedback. In your letter include: You have finished a course.

- The details of the course
- What you enjoyed during the course
- Any suggestions you would have.

Dear Sir,

My name is Raghav Ghaie. I have recently finished a certificate course in 'Computer Hardware and Maintenance' from your institute. I am writing this letter to apprise you with my experiences during the course.

The course I attended was of six months duration. I must appreciate the faculty who taught us each and every thing in a very nice manner. What I enjoyed most was the hands-on practical training that they gave. I feel so confident after doing the course that I am thinking of opening my own computer repair centre in the near future.

However, I must suggest that some latest models of computers be provided there. The computers which are presently there are outdated now. Technology is developing by leaps and bounds and therefore the computers have to be updated regularly. If this suggestion is given due consideration then definitely the course would be the best.

I pen down by thanking you once again for the wonderful experience I had while doing this course at your institute.

Yours faithfully,
Raghav Ghai

105. You are planning to go on a holiday in an English-speaking country where one of your friends resides. Please write him a letter and let him know about the upcoming trip. In your letter:

- Ask for recommendations for places to visit during your trip.
 - Ask about accommodations.
 - Advise on a program that you and your friend can do together once you will meet him.
-

Dear Samaira,

Hope this letter finds you in radiant health and the best of spirits. It has been a long time since we met. I am writing this letter to inform you that I am coming for a holiday in your area with my husband and I wanted to take some information from you.

First of all, I would like to know how the weather would be like in the month of April. Actually, my husband is getting a two week's leave then and we would like to come at that time. Secondly, I would like to know what all is there to see and do in your area. If we plan in advance then we shall be able to make the most of our time. Finally, I would be very grateful if you suggest some economical but good place to stay in.

Please write at the earliest so that I can be relaxed about the arrangements. I would also like to spend some time with you. It would be great to share some nostalgic memories of our college years after such a long time. Do let me know if you would like to have anything from India. I shall be too happy to get it for you.

Waiting eagerly for your reply!

Yours lovingly,

Kiran

106. You have recently noticed an increase in traffic in your residential area. Write a letter to the responsible person at the local council to inform him/her about the problem and say

- Introduce yourself and describe the problem.
- What are the reasons for the traffic in your view
- Suggest a solution to the problem.

Dear Ma'am,

My name is Kiran Makkar and I am a resident of Guru Hargobind Nagar, Phagwara. I am writing this letter to apprise you of the worsening traffic situation in this area.

The traffic through this area has always been heavy. Besides the regular traffic, the buses also use this road to get to the bus stand. Over the last one month, the traffic on this road has become heavier and the situation has worsened. Accidents have become commonplace and there is too much congestion on the roads. It takes almost 5-8 minutes to cross this road on foot at anytime during the day.

This is mainly because this area has developed a lot recently and there are many new banks and shops that have opened up. People park their cars and two-wheelers anywhere on the road, while they go into the banks and the shops for their work. This leads to the flow of traffic being disrupted and traffic bottlenecks are created.

I have some suggestions that may help alleviate this problem. There should be a few parking assistants assigned to make sure that people park their vehicles properly. This can be done by the council or by the shops, offices and banks on this road. Also, there should be random checks by the traffic police and those who have parked their vehicles incorrectly and irresponsibly should be fined. Lastly, I believe that spreading awareness among the people about being more responsible when driving and parking will help solve this problem to a great extent. This can be done by organizing traffic drives, through seminars, advertisements in the local newspapers and TV channels and posters can be put up on the roads.

This issue needs your immediate attention, so that it doesn't escalate further. I hope you will take the required action at the earliest.

Thank you.

Yours faithfully,
Kiran Makkar

107. You have recently read an article in a newspaper about your favourite restaurant. The writer did not like the restaurant, but you disagree with his/her opinion. Write a letter to the editor and say

- Where the restaurant is and its name
- Describe your last visit to the restaurant
- Why you disagree with the writer's opinion
- What should the editor do about this

Dear Mr. Vinayak,

My name is Manpreet Kaur and I am a resident of Chandigarh. I am a patron of your newspaper, The Tribune. I am writing this letter to express my discontent with an article that was published in the Chandigarh Tribune supplement, on May 1, 2017.

In this article, Ms. Kaveri, a well-known chef has critiqued the restaurant, Under the Willows, which is located in Sector 26, Chandigarh. She has mentioned that the food there is excellent, but the ambience of the restaurant is very dull and not decorated tastefully. I have been a regular at this restaurant, since it opened last year in August. I visit it at least once a month; in fact I was there for a family lunch just last week. In my opinion, the restaurant is decorated very aesthetically and its ambience is very pleasant. I think it has a very nice theme of willows and the interiors have been designed, keeping that in mind.

I understand that everyone has a right to their opinion and we all may have different choices. However, the tone used by the writer is more of a judgment than an opinion, which is not fair and not a responsible way of assessment. I suggest that when such an article is published, it should have a disclaimer that it is only the writer's personal opinion and doesn't reflect the view of all the customers in general. A disclaimer to this effect should be printed at the beginning of such articles.

I hope you understand my perspective and would consider my suggestion.

Thank you.

Yours sincerely,
Manpreet Kaur

108. You have recently attended a conference and found it very informative. Write a letter to your manager and ask their permission to give a presentation on the same topic to your colleagues. Include the following details in your letter:

- What was the presentation about
- Where was the conference held
- How can it be useful to your colleagues and the company

Dear Ma'am,

I am Suman Singh, team manager Tech Support. I am writing this letter to request for permission to conduct a presentation on the subject of 'Effective Reporting' to the other managers in the department.

As you know, I recently attended a conference on effective reporting and analysis of data, using MS excel and other such tools. It was held in New Delhi, at the InterContinental Hotel. Many managers from organizations from across India attended this conference. It was an insightful and enlightening experience. I learned about many useful practices that we should follow when making analyzing reports.

In our organization also, making team reports is one of the main responsibilities of the managers. These reports not only need to be sent out to the senior managers, but also help analyze and work on the progress of the team. I have made a presentation on some useful tips and tricks we can use for the reports and I believe that it will be very helpful for all the managers, to track, analyze and improve the performance of their teams.

This session will be for an hour and a half and we can conduct it in the coming week. I am sure this presentation will be beneficial for the Team Managers.

I hope you will consider this request and allow me to conduct this session for the team.

Thank you.

Yours faithfully,
Suman Singh

109. You have a permanent job, and few weeks ago you have started a part-time short course. You are not satisfied with it and want to change this part time course. Write a letter to your professor explaining

- Why you are not satisfied with your present part-time course,
 - Stating which course you would prefer and why.
-

Dear Sir,

My name is Sharad Pahwa and I am working in a bank. I am writing this letter to express my dissatisfaction with the part time course in 'Computer Basics' that I am doing under you.

Actually I was not aware about the content of the course when I started the course. What you are teaching in this course, I had already learnt by hit and trial while working in the Bank. What I wanted to learn was what to do if some hardware problem occurred. Identifying the problems of hard disk, RAM or modem is what I need help with.

I have heard that you also have a part time course in Hardware Management. I would be very grateful if you enrol me in that course instead of the present one. I apologise for the inconvenience caused due to this.

Hoping for a kind consideration of this urgent request!

Yours sincerely,
Sharad Pahwa

110. Your company has sent you to an English speaking country to do a course. You have finished it and got a certificate, which unfortunately you have lost. Write a letter to the college principal to issue a duplicate certificate. write

- An explanation of how you lost that certificate
 - Tell him why the certificate is important to you
 - What you want them to do
-

Dear Sir,

My name is Mohit Bhasin and I work for Dell International, India. I am writing this letter to request a duplicate certificate for the 'Business Administration' course which I did in your college in 2010.

I did the 'Certificate Course in Business Administration' in your college from January to July 2010. I got the certificate also but as I travelled back to India, the British Airways misplaced my baggage. I got my baggage after 5 days and when I opened it many things were missing including the certificate.

This certificate is very important for me as my promotion is based on this course and that certificate is a proof that I have done the course.

I am sending a self-addressed and stamped envelope along with this letter. I would be very thankful if you issue me a duplicate certificate and post it as early as possible.

Thanking you in anticipation!

Yours faithfully,

Mohit

111. Write a letter to your English-speaking friend whom you visited recently. In your letter

- Tell him/her how wonderful the experience you had in his country was
 - Invite him to visit your country
 - Tell him what you can do for him during his visit.
-

Dear Sally,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to formally thank you for such a wonderful experience that I had in your country. It was all because of your meticulous planning that I enjoyed so much in these two weeks. All the places we visited and all the activities we did during this period will always have an everlasting imprint on my memory.

Now it is your turn to visit my country. I assure you there is a lot to see and do in India. Please take at least a month off from work and believe me you will enjoy every second of it. Fortunately, my brother is getting married in May. Why don't you come then? You will also get to attend a typical Indian wedding.

We can cover historical places of Punjab, Delhi, Agra and Rajasthan during these days. I have a network of relatives in all these places and they would all be willing to extend their hospitality and accommodate us during the time.

Once again I thank you for all you have done for me. Hoping to hear from you soon!

Yours lovingly,

Kiran.

makkariELTS | www.makkarielts.com

112. You have planned to study in Australia. You have sent a letter to a college, but you have not received a reply from the college. Write a letter to the college principal. In your letter

- You should give details of the course that you wished to do
 - Say why do you choose to study at the college
 - Say why you need the reply soon.
-

Dear Sir/Madam,

I am writing this letter to enquire about the 'Diploma in International Cookery' that your college is offering. I wrote earlier also, but unfortunately did not get any reply.

I wish to do the 'Diploma in International Cookery' in your college. This is a very interesting course and after doing the course I would have a very bright future in this field. Chefs are earning telephone figure salaries nowadays. I would like to know when the next intake of the course is, so that I can apply in time and I would also like to know the fee structure. I would also like to know if there are any pre-requisites for doing this course.

I have chosen your college to study because elsewhere, this course is of two years duration but in your college it is of 15 months duration. Moreover, I have heard that you have got very good faculty and infrastructure. Campus placement rate of your college is also the best. So, for all the above reasons, your college is my first choice for doing this course.

It would be very kind of you if you could reply soon so that I can make alternative arrangement for my future study if I cannot get admission in your college.

Hoping for a prompt reply from your side!

Yours faithfully,

XYZ

113. You have forgotten an important thing or document in a taxi on your recent trip. Write a letter to the taxi company manager and say

- Give details of your journey.
 - Describe the importance of what you left in that taxi.
 - What do you expect the taxi company manager to do?
-

Dear Sir,

My name is Mohini Makkar. I travelled by one of your taxis from Hotel Demon to the airport on Tuesday, the

15th of April at 3 pm. The driver was a young boy, with curly hair, and his name was Jisu. By mistake, I left my small paper bag containing a book and my certificate on the back seat.

My flight was at 4.30 pm. The taxi was in time, but there was a traffic jam on the way and instead of taking the usual 20 minutes, it took us one hour to reach the airport. In my hurry, I forgot that bag in the taxi. As I boarded the plane, I realised that the small carry bag was missing.

The bag does not have any costly things, but what it has is invaluable for me. The book, a novel 'Many Lives, Many Masters', was gifted by one of my friends and the certificate is a proof of the conference I attended. Both things are important for me.

Please courier the things at 341, Guru Hargobind Nagar, Phagwara. Do let me know your account number, so that I can transfer the required amount.

Hoping for a positive reply from your side.

Yours faithfully,
Mohini Makkar.

114. You have invited your English-speaking friend to a family wedding and reserved a room at the hotel for him/her as you agreed before. You won't be able to meet him/her at the airport. Write a letter to your friend, describing:

- The reason why you can't meet him/her,
 - How he/she can get to the hotel from the airport,
 - The hotel where you made the reservation.
-

Dear Sarah,

I am anxiously awaiting your arrival on Friday morning. Unfortunately, because of unforeseen circumstances, I would not be able to come to pick you up at the airport as already planned.

An unexpected business meeting has come up which I cannot avoid, so I am suggesting you other means of reaching the hotel that I have booked for you. One way would be to hire a cab from just outside the airport. That would be the most convenient option if you have a lot of luggage. However, if you are travelling light then I suggest you take the local bus from the airport. That would be very economical. I am very sorry for this turn of events.

The hotel's name is Mount View and it is about 30 km from the airport. It is very near to my home, though. Normally I would have made you stay at my home but because of the wedding many relatives are already there and so for your convenience, I have booked the hotel. The wedding in the family will give you a taste of our rich cultural heritage.

I have planned a lot of other things for you when you are here. There are a lot of historical places, which you must see

Hoping to see you soon!

Yours lovingly,

Kiran

115. You have been selected for a training course on computer skills that you cannot attend. Write a letter to your employer and say:

- Explain how this training course would help you.
 - Why won't you be able attend it
 - Suggest a way to have that training again.
-

Dear Sir,

I am Mohit Ghaie from the accounts department. I am writing this letter to thank you for selecting me for the training course of computer skills. Unfortunately, I cannot attend this course right now because of some family commitments. I apologise for the same.

This training course would have been a boon for me. Computer skills can add much more efficiency to my work. However, attending this course now would not be possible for me. It would mean an extra 2 hours after office for two months. My grandfather has suffered a stroke and is on bed. He needs me more than ever now. He is showing good recovery, but it may take another 6 months before he would be on his own.

I could attend this course after July. I have heard that the company is going to provide such training twice a year. Please consider my name for the training then. I apologise for not being able to avail this offer now.

Hoping to hear from you regarding this matter.

Yours faithfully,

Mohit Ghaie.

116. You are going to have a family party in a private room of a hotel.

Write a letter to the hotel manager and say

- Why do you need to use this private room
 - What do you need them to provide for the party
 - Inquire about the price of the food you are ordering.
-

Dear Sir,

I would like to celebrate my nephew's 10th birthday at your hotel on 6th April. I am writing this letter to book a private room for a gathering of 25-30 for this purpose.

The party is to be on 6th April at 7.30pm. There will be about 25 guests. I have invited all my near relatives and a couple of very close friends. I have meant this party as a surprise for my nephew. I plan to have some games like housie and musical chairs, which I think will be enjoyed by all. There should be soft music in the background and a lot of snacks. The preparations should be very delicious and not at all spicy. The snacks should reach each and every table and even the cake cutting ceremony should be very nicely arranged.

Do call me at 9811898118, so that we can plan the menu. Please let me know what three savory and three sweet snacks would roughly amount to, for this much gathering. Do also let me know what advance I have to pay for the booking.

Hoping to hear from you soon!

Yours faithfully,
Kiran Makkar

117. Your children are learning a foreign language at school, but they need some extra help. One of your friends suggested to contact a language tutor. Write to him/her and say

- Why are you writing to him/her?
 - What do your children need help with?
 - Ask the tutor about his/her experience and suggestions.
-

Dear Madam,

I am Kiran Makkar from Phagwara. I got your reference from my friend Mrs Bambah, who knows you personally. I am writing to seek your help in providing French classes to my children on weekends.

My children are in 5th and 7th class in Sophia School. They are both having French classes at school. Somehow, makkariELTS | www.makkarielts.com

they are not being able to catch up with this language at school and so their grades are suffering. Would it be possible for you to provide them weekend classes. Mrs Bambah was telling me that you have your own innovative ways of teaching French, and because of that your students develop a love for language learning.

Please let me know at the earliest when you will be able to give these classes to my children. Any suggestions from your personal experiences regarding learning French would be highly welcome.

Hoping to hear from you soon.

Yours faithfully,
Kiran.

118. Write a letter to your manager asking for a training course, which you would like to attend. In your letter explain

- What the course is,
- Why it is required for your job
- How you will manage work while doing the course.

Dear Sir,

I am writing this letter to request you to allow me to attend a course as part of my work. I am working as a Senior Web Developer in Mankoo IT Solutions. The course I would like to do is a two-month Certificate in Computer Hardware. For improving our company's efficiency it is imperative for me to attend this course.

Our company basically deals with software development. We develop software for our clients and then as part of our after-sale service, we help them use the software effectively. In doing so, sometimes we face hardware problems such as those with the RAM or hard disk. That is why I would like to do this course. After doing the course I would feel more confident and I will be able to serve our clients even better.

By doing this course, my overall work efficiency would improve which would in turn help in the company's overall performance. I can manage my work from home during that period. I assure you that I would not let any work suffer as a result of this course.

Hoping for a favourable response from you in this matter!

Yours faithfully,
Kiran.

119. You have recently joined a evening class in a college, but you are not able to attend the classes. Write a letter to your professor

- Introduce yourself and describe about your course.
 - Why you are not able to attend the classes
 - Say what you want them to do
-

Dear Professor James,

I am writing to inform you that I will have to discontinue the part time course "Introduction to Gerontology", which I am doing in the evening batch in Khalsa College. However, I would also like to thank you for making the subject very interesting, and I would surely like to re-enroll in the next intake.

The reason for dropping off from the course is that my mother is not keeping very good health lately. She has recurrent attacks of asthma and cannot be left alone in such a situation. She is a known case of asthma but this time the attacks are more severe because of super added viral infection.

The course in Gerontology involves caring for the elderly. Today, we belong to an ageing society and we are part of a graying population. I would be better placed in today's job market after doing this course. Your innovative way of teaching and depth of knowledge have aroused my interest in the subject.

I would definitely like to continue this course in the next intake, which is in August. It would be very kind of you if you give me admission in the next intake starting in September.

Thanking you once again for your valuable support and guidance from time to time.

Yours sincerely,

Kiran

120. Write a letter to your friend to ask for help with collecting money for a charity organization.

- Why do you want to do that
 - How will you collect the money
 - And what your friend can help with collecting money
-

Dear Ravi,

Hope this letter finds you in good health and the best of spirits. I am writing this letter to request your help in raising money for a local NGO in my hometown, Phagwara.

As you may be well aware of that the number of stray dogs has increased everywhere, and my hometown is no exception. I would like to request you to help me in collecting funds for the NGO that is working towards the welfare of stray animals.

exception. Even if it is illegal to kill these dogs now, people do it secretly and this leads to many disputes in the society. The SPCA and the PFA have not yet reached small places like my hometown.

A lady, Ms. Nidhi, has taken up the initiative and has got her organisation approved as an NGO, which works under SPCA. I have joined her and so have many other people. Funds are needed urgently to get all the dogs neutered, so that no further pups are born. We are also asking people to adopt these dogs and are getting all of them vaccinated for free.

I know you are also an animal lover, and will do some efforts to raise some funds for this cause. I am going door to door and doing my bit. You have good communication skills and as you are working in a local tabloid, you can advertise about this in your paper. Any help you do will be sincerely appreciated.

Hoping to hear from you soon.

Yours lovingly,

Ajay.

121. Write a letter to a cafeteria you use

- Express your satisfaction
- Tell about boring food
- Give suggestions

Dear Sir/Madam,

I am a regular customer of your café as it is reasonable priced, convenient and has a friendly atmosphere. I am writing this letter to apprise you with some shortcomings, which if looked into would increase the traffic to your café.

Firstly, the menu is very limited, and it tends to get very boring at times. It would be highly appreciated if you add some more items in the regular menu and have daily specials, which we would look forward to while visiting the café.

Secondly, although the staff tries to keep the tables clean, there are not enough workers at peak times. So either you should put up notices in bold that the students should clean their tables before leaving, or you will have to employ more people, which may increase the cost of running the café.

Hoping you take my feedback and suggestions positively and make some changes to make your café better.

Yours faithfully,

Kiran Makkar

122. You lost something and someone found it and sent it to you. Writing a letter to that person

- Thanking the person
 - Explain how you must have lost it
 - Explain what was there in it and why it was important to you
-

Dear Mr. Rohan,

Thank you so much for returning my briefcase containing my important documents to me. I received the package by courier only today morning.

Actually, last week I travelled from Bombay to Delhi on Shatabdi Express. My briefcase was in my suitcase but I had to see an important phone number and so I took it out. But somehow, absentmindedly, I forgot to put the briefcase back. When my stop came I just rushed out with my suitcase and forgot my briefcase in the train. Fortunately it came in your hands and you tracked my address from my diary inside the briefcase.

There were many important documents inside the briefcase. My driving licence, my business papers, my contacts diary and many more important documents were in there. I don't know what I would have done without them. Thank you once again for this kind gesture.

Do let me know if there is anything I can ever do for you. My contact number is 9888195776.

Yours sincerely,

Kiran Makkar

123. Write a letter to a camp organiser about a job advertisement asking for people to help in a summer holiday camp that was for children. You should write

- Why do you think you are good for this job
 - When can you attend
 - What questions would you like to ask about
-

Dear Sir,

I am writing to apply for a job opening in a children's summer holiday camp. I came to know about this job from an ad in a local newspaper.

I think I would be good for this job because I am a music teacher in a public school at Chandigarh, and music is something, which would be good for the children to learn especially during the summer vacation. Music is a very

important subject, but unfortunately, it is only an optional subject in our schools and very few students opt for it.

I can offer my services from 15th May to 15th July, as there will be summer vacation in our school. I would like to ask how much remuneration you are offering for this job, and also what would be the working hours.

I am attaching my CV with my contact details with this letter. Please feel free to contact me if you need to ask anything.

Yours faithfully,

Kiran Makkar

124. Write a letter to your friend and ask him to translate an important document in the foreign language. Please write:

- Why the document is important
- Why you want to translate
- How he can get that document.

Dear Ravi,

Hope this letter finds you in good health and cheer. I am writing this letter to seek your help for translating an important office document, which is in German.

The company for which I am working is collaborating with a German firm. They have sent some documents to be read and signed before finally signing the partnership. My manager has asked me to go through the document nicely and see if there is any point worth consideration. I have used online translators, but I am a bit sceptical about machine translations. You have done your master's in German and are adept at this language. So, I would be very grateful if you take out time to help me in this translation.

I am sharing the document through Google Drive. Please do it as early as possible, because I need it imperatively by Monday. Thank you for your help in advance.

Hoping to hear from you soon.

Yours lovingly,

Rahul.

125. Write a letter to a colleague who is coming from another country to attend a meeting at your office. Write about

- The pick up arrangements you have made
 - The accommodation arrangements
 - The arrangement for the meeting
-

Dear Nick,

I am Rohan Sobti, your colleague from our India's Office. I am writing this letter to inform you that I have been assigned the privilege of your pickup and stay for the time that you are here. So, please feel free to contact me at 9123491234 in case you need to ask something.

I have been informed that your flight is landing at 6 pm on the coming Wednesday. A person with an orange placard with our company's logo and your name on it will be waiting for you there. He will take you to the hotel Hilton, which I have booked for you. I have booked a single room facing the beach for you. I hope you are satisfied with the arrangements.

The meeting is on Thursday, at 9 am at the company's meeting room. There will be other colleagues from our other overseas offices also. Our company has done some important collaboration with another international company. That is why this meeting is very important. Hope to see you at the meeting.

Yours truly,
Rohan.

126. You recently met a manager of a new company started in your city. After the meeting, the manager wrote you a letter offering a job at this company. Write him back and say

- How do you feel about the job
 - Why can't you accept it
 - Provide a reference to your friend who might be interested
-

Dear Mr. Timmins,

It was a real pleasure to meet you last week in the Rotary Club meeting. Your mail regarding the job offer also came as a pleasant surprise. Thank you so much for considering me suitable for working as Senior Manager in your Company – ‘Kundi International’. However, after careful deliberation I have decided to decline this position.

As I mentioned in our discussions last week, I am currently working for Delta International and immensely enjoying my sales position there. Now my company has offered me a promotion, which I feel I cannot let go.

In the meantime, I would like to recommend my friend Amit Gaba as a strong potential candidate. He has a strong background in sales and is currently looking for a good job. He can be reached on the mobile number 9888195776.

Thank you once again for your confidence in offering me an opportunity to work for your organisation. I am sorry if I have caused you any inconvenience.

Yours sincerely,
Mohit Ghaie

127. You have a business presentation in which you want to use equipment for which you need one of your colleagues to help you in its operation. Write a letter to your colleague and ask him to help you.

- When and where is your presentation
 - Which equipment you have to use
 - How he can help you
-

Dear Harmeet,

I am writing this letter to request you to help me with my presentation related to what our company 'Delta International' is doing for spreading its sister concerns across the globe.

I have to make this presentation on 15th June at the Conference Hall of Club Cabana. I need to use the projectors, which our company has purchased recently. This is a very important presentation which I am making to present before delegates from different parts of the world. You know that interested parties are coming from France, Germany, Italy, Japan and Korea. This presentation has to be really good so as to lure those people to become our business associates. It has to present all our achievements so far, and also our future plans.

You are very adept at handling projectors and computers, and making Power-Point presentations, and you have proved your mettle many times in company meetings and I would really be grateful if you lend a helping hand to me this time. I need your help in connecting the projectors to my laptop. I also need your help in selecting the background theme and also to add some audios in some slides so that they become very catchy. I know you are an expert at all this and I would appreciate if you spare some of your precious time for me for making this presentation a success.

Looking forward to a positive response from you!

Yours truly,
Kiran

128. Write a letter to the director of a summer school recommending your friend for the post of a sports instructor for teenagers.

- How do you know him
 - Talk about his past experience
 - Why do you think he is suitable for the job
-

Dear Sir,

I am writing to commend to your attention a most extraordinary young man for the post of sports instructor. He has applied for the job in your summer school. I have known Indroop Singh for the past 10 years as we both have been working in a local public school since 2007. I hold the post of a history teacher, whereas Indroop is a physical education teacher. During the time he has consistently excelled in everything he had to do. He has always had a good rapport with the students and other members of the staff.

Indroop has extensive knowledge of teaching various sports to school children. I have found him completely reliable and enthusiastic in performing whatever he is asked to do. He has led our school in various sports competitions and under his able guidance our students have won trophies for the school in cricket, hockey and badminton.

You need a good sports instructor for your summer school. You are also offering a lucrative salary. Indroop would be very suitable for the job because that is what he has been doing and is very good at. I will personally be very sorry when he moves on, but I am confident that wherever he goes he will be a great addition. I enthusiastically recommend him.

Yours faithfully,

Richard.

129. Your company holds a staff party every year in the same hotel. This time you are tasked to organize the party and you have to write a letter to the hotel's manager. Include the following in your letter:

- Write about your past experience with the hotel
 - What are your impressions with the hotel's service
 - What you want to ask the manager
-

Dear Sir,

I am Robin Taneja working in the HR department of Bell International. I am writing this letter to book your banquet hall 'Fusion' for the annual staff party of our company, which we have been holding in your hotel for

the last 10 years. Although we are very happy with your services, I would like to bring to your notice some problems, which we faced last time, so that these can be avoided.

In the past our meetings at your hotel have been a very pleasant experience. However, as our company has grown, so the employee strength has also grown. Last time we felt that the number of waiters could have been increased. Some employees were complaining that the snacks did not reach their tables in time.

Sir, I would like to ask you if you have a slightly bigger hall, and if more employees of your hotel could be put to duty on that day, it would be perfect. The date we have planned for the party is 15th July. If you have any queries, please feel free to contact me at 9123481234. Please let me know how much deposit I have to make in advance for the booking.

Hoping to hear from you regarding this matter.

Yours faithfully,
Robin Taneja.

130. Write a letter to a hotel manager to inform that you are coming with a group of people to have a business meeting at his hotel.

- Introduce yourself and the group
 - Tell about the business meeting
 - Inform if accommodation is necessary
-

Dear Sir,

My name is Sumit Singh from Model Town, Phagwars. I am writing this letter to book a conference hall in your hotel, Club Cabbana, for a business meeting in which I have invited my business associates from many other states of India.

I am running a manufacturing unit of automobile spare parts. I am planning to open retail outlets in other parts of India for which I have invited interested parties. I would like a hall, which can accommodate about 100 people. I have some power-point presentations to show my manufacturing and quality-control unit. I have heard that you have a room for such type of meetings. The ambience of your hotel is great and I would like to make this meeting to be an unforgettable event for them.

I would also like to book 10 rooms as some delegates from the South would like to stay the night and do some sight-seeing the next day before returning home. Please inform me in writing if the hall and rooms are available for the 25th and 26th of next month, and I will respond with a deposit. If you need any other information, please do not hesitate to call me at 9888195776.

Hoping for a prompt reply from you!

Yours faithfully,
Sumit Singh.

131. A building company is planning to build new houses on some land near where you live and has asked the people to give their comments.

Write a letter to the manager of the building company and

- Say how you heard about the plan of the building company
- Give your opinion of the plan
- Say what you hope the building company will do.

Dear Sir,

I am Gurmeet Singh Lyal from Model Town Phagwara. I am writing this letter to express my concern about your plan to build new houses in the vacant land near my residence. I came to know about this plan from the local tabloid.

Yesterday, as I was flicking through the pages of the local 'Jagdambay Times', I came across your ad related to this housing colony you are proposing for this site. Honestly speaking, I was shocked. This open space is needed for the children of the surrounding areas to play outdoor games. Every evening you can see young people play cricket and football here. This is the only open space in this locality. As it is, this whole area has become a concrete jungle. More buildings here would add to the congestion of the area.

If at all you have to make houses here, I hope your building company leaves a green belt all around and leave some space for a small park. On behalf of all the residents of my locality I humbly urge you to consider this request and do the needful. I am sure this step would also be welcomed by the people who would buy your new houses. It would be a win-win situation for all.

Hoping for a favourable response from you regarding this appeal!

Yours faithfully,
Gurmeet Singh Lyal.

132. Your friend asked you to teach his son English. You need to borrow some English books from your teacher. Write a letter to your teacher requesting these materials. In your letter you should share:

- Details about the child.
- What type of books you need
- When and where you are going to teach this child

Dear Mr Sharma,

I am Kiran, your ex-student from the 2007 batch. I am writing this letter to request you to lend me some books for teaching English as a second language. I remember well that your teaching material used to be excellent and your way of teaching was also superb.

Actually, my friend has a son who is 13. She wants to change her school from a Punjabi medium to an English medium one. The school wants to test the child for his English skills. So, my friend has requested me to prepare him for that entrance test. I am sure you will be able to guide me as to what books I should follow to teach him and also lend me the relevant books for about a month.

I would be teaching the child at my place after my office hours, in the late evenings. On weekends, I would be able to give him more time. My friend requested me specially because my language skills in English are pretty good, but I attribute my skills to you.

Please let me know if you can lend me some material so that I can come and collect them from you. If you need any other information, please feel free to call me at 9888195776.

Hoping to hear from you soon!

Yours sincerely,

Kiran

133. You and your friend recently went on a holiday together. You have a problem with your photos taken during the holiday. Write a letter to ask your friend for a particular photo and say

- What is a problem with your photographs
 - Which photo would you like from him/her
 - Why do you need this photo
-

Dear Manveer,

I hope this letter finds you in radiant health and the best of spirits. I really enjoyed the holiday we spent together and hope you enjoyed it as much as I did. I am just writing to ask whether you could send me a copy of the photo you took for me on the Tiger Hills we visited on the second day of the trip.

The memory card of my camera was full as I had made a lot of videos and as a result some photographs could not be clicked. I remember, you clicked some photographs of me. There was one particular photo in which I am standing on the top of the hill. I would like to upload that photograph on my Google account and share it with all my near and dear ones.

The reason I'm after that particular photo is that that photograph has also captured the spectacular view of the whole area. I did copy all the fantastic pictures from your camera, but by mistake I deleted this one on my laptop. It would be great if you could email a copy to me if you have it.

Waiting eagerly for your mail!

With love,
Jimmy

134. Write a letter to a manager of the taxi company to complain about the problem with the taxi service used by you.

- When and where you used the taxi
 - Describe a problem you have faced
 - What do you expect the manager to do?
-

Dear Sir,

I am writing this letter to complain about the problem I faced last week because of the taxi I hired from your company 'Express Travels'.

Last Monday, I travelled from Kochi to Trivandrum with my family. Till Kochi we went by air as we had a conference to attend there. We booked a taxi for one whole week. We had paid all expenses in advance and our itinerary was planned upto the minute.

We faced a lot of language problem. The driver didn't know Hindi or English and we did not know any Malayalam. As a result, we could not communicate properly and a lot of time was wasted. We wanted to go boating in Kovalam beach and he took us to some private beach where we had to pay four times more for the boating in backwaters. On top of that he kept asking us for money for this and that from time to time. When we booked the taxi, we were told that there were no hidden costs and we had paid everything in advance.

I would suggest you to appoint drivers who can communicate well in English so that tourists don't face any problem. Secondly, I expect a refund of the two thousand odd rupees I shelled out to the driver.

Hope for a prompt response from you regarding this matter!

Yours faithfully,

Kiran Makkar.

135. One of your friends invited you for a meal with his/her family in their home. Write a letter to your friend:

- Thank them and tell what you have enjoyed the most
 - How do you feel about his/her family
 - Suggest him/her to visit you
-

Dear Sonia,

Hope this letter finds you in radiant health and the best of spirits. Thank you so much for inviting my family me and to dinner at your home last Sunday. We were overwhelmed by your hospitality and had a wonderful time at your place.

I must say your mother has excellent culinary skills. She had prepared so many dishes which were all lip smacking. I loved the Chinese style okra and mixed vegetables in hot garlic sauce the most. The apple pie as the dessert was just superb. Your father and younger brother also attended to us very nicely. Your whole family is very loving and caring.

I also take this opportunity to invite you and your family over to my home for lunch, next Sunday. My mother also has a gifted hand in cooking and I am sure you will enjoy her dishes too. Do let me know if next Sunday suits you or we can fix it up for some other day.

Waiting eagerly for your reply!

Yours lovingly,

Kiran.

136. You are studying in a different country. The college has invited you to volunteer for conducting an International day. Write a letter to college coordinator stating

- Do you like the idea of conducting an international day
- Do you know to prepare any special dish of your country
- Any activity that you plan to do on the particular day

Dear Mr Smith,

I am writing this letter to commend you for the wonderful idea of conducting an International day. I would also take this opportunity to thank you for giving me the opportunity of thanking you to give me the opportunity of doing voluntary work for the special day.

Our college has students from across the globe. There are students from Thailand, China, France, India and Japan. This International Day would be a stupendous opportunity for culture exchange and getting to know the other students. I would readily take care of the stall for India. I would prepare the traditional Punjabi food, which I am sure everyone would love.

I would also like to organise a dance competition on that day in which students would dance the traditional dances of their countries and have lot of fun and frolic. It would be nice to know when you intend to celebrate this day so that I can plan about the arrangements accordingly.

Once again thanking you for considering me for the arrangements for this day and please feel free to contact me at my number 9888195776 for any arrangements.

Yours sincerely,

Kiran

137. Write a letter to the restaurant manager whose restaurant is next to your house. Inform him about the repair work of house that you're going to undertake

- Tell him what could be the possible problems
- Also suggest possible solutions to him/her

Dear Sir,

I am Narinder Singh and my house is right next to your restaurant. I am going to get some repair work done in my home, which would cause some inconvenience to you and your customers. I am writing this letter to apologise in advance for the discomfort it may cause you. However, I assure you that I would get it done within a fortnight and your cooperation in this matter would be highly appreciated.

The front wall of my house has developed huge cracks and the stairs, which run from the side to the first floor also need to be renovated. So there would be some building material dumped in front of the house, which would block some part of the entrance of your restaurant. I hope you understand the situation and bear with me for a few days.

Your restaurant has another gate on the other side, which you normally do not use. If you open that gate for your customers for a few days, it would solve the problem.

I apologise for the problem, which you may have to face and hoping for your kind consideration regarding this matter.

Yours faithfully,
Narinder.

138. You went to a museum with your elderly friend last week. However he/she found it difficult to walk around the museum. Write a letter to manager and say

- Whom did you visit the museum with
- What problems/inconveniences did he/she face
- Suggest a solution that will enhance the museum visit experience for an elderly person.

Dear Sir,

I am writing this letter to complain about the problems faced by my elderly friend when we visited the Science City Museum last week. I would also like you to look into this matter at the earliest, so that other people do not face such problems again.

Last Tuesday, my friend Darshan, who is in his 70s, had come from Delhi and I decided to show him the Science City Museum. We reached there well in time to buy the tickets. There was a long queue but there were no benches for people to sit and so Darshan had to stand for half hour while I was in the queue. It was very tiring for him.

When we went inside, the laser show and the Earthquake simulator were very good but there was no one to guide us there and people were literally pushing each other to get a seat. Then we had to go to the second floor for the 3D movie but unfortunately the lift was out of order and so we had to take the stairs. It was very difficult for my friend.

I would request you to have special arrangements for the senior citizens. There should be a separate queue for the senior citizens. There should be wheel chairs and proper sitting arrangement and the elevators should be in proper working condition all the time. If all these things are looked into then certainly it would be a worthwhile experience for everyone especially the elderly.

Hoping you would look into the matter and improve the things over there so that the people don't face problem over there.

Yours faithfully,
Kiran

139. You have bought clothes from a shop in a different city, and one garment turned out to be defective. Write a letter to the manager of the store and explain

- What did you buy there?
 - What defect did you find?
 - How would you like to solve this issue?
-

Dear Sir,

I am writing this letter to complain about the defective tracksuit that I bought from your shop two days ago. Last week I visited Chandigarh with some friends. We did a lot of shopping from your store, Kultham Garments. I also bought two tracksuits, one in red and one in blue colour.

On reaching home that night, I opened my shopping bags to show to my parents. I was shocked to see that the red tracksuit top was in 'L' size, where as the pajamas were in XL size, which is my size. The salesman may not have checked properly before packing my tracksuit otherwise this mistake must not have happened.

I have the bill with me. I have to come to Chandigarh next week for a business meeting. Please keep a red tracksuit in my size on hold for me so that I can get a replacement for my defective one, or if you don't have another piece in red colour in my size then I would like a full refund.

Hoping for a prompt reply from you regarding this matter!

Yours faithfully,
Kiran Makkar

Dr. Kiranpreet Kaur Makkar | IELTS & PTE Trainer | www.makkarielts.com

140. There is a historical building in your town and the city council wants to pull it down, because there is no money for repairs. You are not happy with this decision. Write a letter to the city council and say

- Why is the building important?
 - Suggest a solution to finance the repairs.
-

Dear Sir/Madam,

I am Kiran Makkar living in Phagwara, Punjab, India. I am writing this letter to express my resentment on the decision of knocking down the Municipal Committee building. You know that this building was once the home of the Maharaja of Kapurthala and after him is serving as an office of the Municipal Committee, Phagwara.

This building is very important because it gives a unique identity to Phagwara. It is on the National Highway 1 and is a landmark for many other places. It is a beautiful building, which reminds us of the grandeur in which our early rulers lived.

It is understandable that a lot of money is needed for its repairs, but if this is brought to the notice of the local people then there would be many who would come forward to contribute for this cause. Fortunately, Phagwara is a rich belt of Punjab because there are many NRIs who would be all too happy to help. Some charity shows could also be organised and funds could be collected.

I hope you will re-think your decision. Looking forward to a favourable response from your side!

Yours faithfully,
Kiran Makkar

141. Your friend has a baby recently and you bought a present for baby.

- Describe what you bought?
 - Why you choose that present?
 - Suggest some arrangements to visit your friend to bring the present.
-

Dear Kalyani,

Last week I heard the news of your beautiful baby girl. Congratulations to you and Anshul and baby Gia. I am so happy for the three of you.

I have bought a crib for your baby. I went to the 'Toys R Us' store to look for some gift for the baby and my eyes fell on this crib. It is of Graco company and can be converted into a toddler bed later on. I know it will be very useful for a long time to come. Immediately I bought it and now am waiting for an opportunity to visit you to hand you over the gift.

I was wondering if next weekend would be fine to visit you. I can come on Saturday or Sunday. Please let me know what time would be more convenient for you. Please contact me at 9888195776 to finalize the time.

Hoping to see you soon!

Yours lovingly,

Kiran

142. Write a letter to apply for a position to look after a house in Scotland where the owners are going away.

- Provide personal details
 - What qualities you have for this position
 - And ask for information.
-

Dear Sir,

I am writing this letter to apply for the post of housekeeper for a house in Scotland as advertised in the Daily Tribune.

My name is Andrew Smith and I have recently completed my 'Diploma in Hotel Management' from Yorkshire University. After completing the course, I found that there is stiff competition in this field. So, I decided to go for the Masters course in Hotel Management. The intake for that course is after 6 months. The job you have advertised fills the gap completely.

Attached is a copy of my resume. I would be happy to provide references from my college professors and other members of the community. I know I would provide excellent service.

Please let me know what exactly would be my duties and if there are any pet and domestic animals at home. I would also like to know for how long the owners would be away.

Looking forward to hearing from you soon.

Yours faithfully,

Andrew Smith

143. You are taking a business course at a college. As a part of the course every student has to choose a company to study and visit. Write a letter to the manager of the company

- Tell what course you are doing
 - Why you are interested in your company
 - Suggest arrangements for the visit
-

Dear Sir,

My name is Kiran. I am a final year student of 'Master of business Administration' at State University of New York at Buffalo. I am writing this letter to request you to allow me to visit and study your company 'Bell Enterprises' as a part of my course.

I am interested in your company because I have heard a lot about your company. Many of my seniors have done their training in your company and they have told me how the owners of your company started from scratch a few years ago and how they have grown their small firm into a mighty empire with 10,000 workers in just five years. Your auto parts are excellent quality wise but just having good quality products is not enough for any company to succeed. It has been possible only because of your sound business acumen and your employer employee relation.

I would like to start my study project in your company during the summer break, which is of three months. I would like to spend a few days in each department and study the work pattern there as part of my assignment. I assure you I would be an asset to your company during my stay. Please let me know if I can start my project in May, this year and if you provide paid accommodation for trainees like me.

Hoping for a positive response from your side!

Yours faithfully,

Kiran

makkariELTS | www.makkarielts.com

144. Your local newspaper published an advertisement asking people to help with protecting the environment. Write a letter to offer your help to the project manager and say

- Why are you interested
 - What can you help with
 - When can you start
-

Dear Sir,

Your advertisement dated 28th July about improving the environment was a real eye-opener. Environmental degradation is a serious issue and I would commend your paper to raise awareness about it. At the same time I would like to contribute my share in your endeavor.

I am really interested in it because global warming is a burning issue and we humans are the cause of it. I realise that if all of us put a little contribution in saving the environment then we can make a huge change for the better.

I can help by going house to house and telling the people to recycle things; by telling them to say 'no' to plastics; by planting trees and by making the people aware about the benefits of public transport.

I can start right away and I am available every day from 5 pm to 7 pm. I have good communication skills and I would be very grateful if you give me a chance to join hands with you in saving our planet Earth. My name is Kiran Makkar and my contact number is 9888195776.

Hoping to hear from you soon!

Yours sincerely,
Kiran Makkar

145. Your neighbour has animals and they cause noise. Write a letter

- Describe the situation
 - Suggestion to solve the problem
 - Tell him what will you do if he will not solve the problem
-

Dear Sir,

I am Madan, your next-door neighbour. I am writing this letter to complain about the problems my family is facing because of your pets.

I recently moved into your neighbourhood with my family. There are five members in my family. My parents, my wife and my son aged 17. My son has to appear for his medical entrance examination this year. It is his usual habit to study during the night. Your two Pomeranians and the German shepherd keep barking all night long. He can neither study nor sleep because of them. During the day time also, these pets are creating a lot of nuisance. Only yesterday, one of them ran into our garden and my mother had to run inside to save herself.

It would be very kind of you if you take some steps to handle this problem. One solution would be to keep them separate in the night. The three of them together create a lot of noise. Secondly, you should keep them leashed in the daytime. Finally, I would urge you to keep their immunisation up-to-date so that in case they bite someone, that person should not have to go for the anti rabies vaccine.

Hoping for a prompt consideration of this urgent request!

Yours truly,

Madan.

146. You have written an article for a magazine about the job that you do. Write a letter to your manager and ask for his/her comments regarding the article, which will be published in a famous magazine next month. In this letter, you should say

- Explain why you have written this article.
 - Give a short description of what you have written.
 - Specify what particular things you want him/her to comment on.
-

Dear Mr Makkar,

I am writing this letter to request you to critique my article, which I have written for the 'Jobs Today' magazine. This magazine is a monthly and it describes various job opportunities for the young people of today. This month their focus is on various jobs related to industry. I have written this article to throw light upon the ways in which a fresh graduate can join jobs related to the manufacturing industry.

In this article I have written about the qualifications needed for the various levels of work done in the industries. For example, what different opportunities are there for diploma holders, degree holders in technology and business management, and also for those who want to step into the world of work right after senior secondary education. I have also written about our company's policies on hiring and training the fresh employees and also about the prospects of promotion.

I would be highly grateful if you spare some of your precious time to go through my article and see if I have missed out something important or if there is any other mistake in my article. 'Jobs Today' is a very popular

magazine and this article would also act as an advertisement for our company. Therefore, it should be flawless and at the same time interesting to read.

Hoping to hear from you soon regarding this matter!

Yours sincerely,
Rajesh.

147. You have recently used the services of a moving company. At the new place you found out that some of your items were badly damaged. Write a letter to the company manager including the following:

- Give details of your move.
 - List items that were damaged.
 - Say what you expect the manager to do.
-

Dear Mr. Singh,

I hired your company 'Packers and Movers' for shifting my belongings from Amritsar to Chandigarh two weeks ago. I am writing this letter to complain, as my experience with you has been rather bad because my expensive dining table and dressing table are totally ruined.

I hired you after reading an advertisement in the local paper in which you have bragged about your excellent service. My dining table had a toughened glass topping which now has an ugly crack on the corner. The dressing table also has scratches all over it. I believe it is because of inefficient packing done by your men.

The solution that I can suggest is that you get a new glass top for my dining table and the dressing table re-polished. Alternatively you can reimburse me for the amount that I spend on both these things. I cannot use both things in their present condition. I hope you realise the value of a satisfied customer.

Hoping to hear from you soon! My contact number is 9888195776.

Yours sincerely,
Indroop Singh

148. Write a letter to your friend thanking him/her for guiding you for an interview. In your letter

- Explain what happened at the interview.
 - Say how his guidance helped in the interview.
-

Dear Suman,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to thank you from the core of my heart for your guidance and tips for the interview of staff nurse at Ivy Hospital, Phagwara. Your suggestions and advice helped me crack the interview and I got the job.

I reached half an hour before the interview time and informed at the reception. After about an hour they called me in for the interview. Most of the questions they asked were what you had asked me to prepare. It was easy for me to answer all the questions as I had already prepared them.

You told me to go through the background of the hospital and what all services they provide. Had you not guided me, I would have just prepared my technical things. This hospital is the first super-specialty hospital in North India and they wanted to know how aware I was of the stature of the hospital and whether I was dedicated enough to give my best. I was able to satisfy them and they immediately appointed me.

Next Sunday, I have my off day. Why don't you come over and we will celebrate. Once again thanking you for your guidance.

Yours lovingly,
Kiran.

149. Write a letter to your professor about your recent internship and future plans after graduation. In your letter

- Thank him,
 - Tell about your duties at internship,
 - Share your plans for after graduation.
-

Dear Sir,

My name is Mohit and I am from India. It was wonderful being your student in the 'Business Management Course', this year at Melbourne. Thank you so much for your guidance because of which I passed out with flying colours.

I have recently done my Internship at Sears International at Melbourne. My duties there were very diverse. All interns were given an orientation on the first day and after that we were sent in small batches to various departments for few days each. It was a very nice experience. It was as if we were converting our theoretical knowledge into practical. My theoretical concepts were very clear because of your guidance and so I learnt a lot there.

After seeing the working there I feel that I should pursue my masters in the same course. The salary you receive after a Masters course is much higher than that after an Undergraduate course. I have applied in the University of Melbourne and if I am fortunate enough to get admission, I shall again have the opportunity of studying from you as I have heard that you are taking the graduate classes too.

Thanking you once again for your valuable advice and guidance.

Yours faithfully,

Mohit

150. You saw an advertisement recently and bought the advertised product. Upon receiving the product you discovered that the information in the advertisement was incorrect. Write a letter to the person responsible for the advertisement and say:

- What is the product?
 - What information in the advertisement is incorrect?
 - What do you expect the person to do about it?
-

Dear Sir,

I am writing this letter to complain about the wrong information provided in your advertisement because of which I bought a cell phone, which does not have all the features that your advertisement claims to have.

Last week, I saw your store's advertisement in the local newspaper about a cell phone, which has a long battery life and 20 megapixel camera. I went to your electronics store and bought the cell phone. I especially asked your salesman whether the cell phone was the same one, which was advertised in the paper and he replied in the affirmative. I realised very soon that the battery backup was very less and every few hours I had to recharge my cell phone. The camera was also 12 megapixel and not 20 as you had claimed in the advertisement.

I would like you to replace my cell phone with a different model, which has all the claimed features or give me a total refund. I would also suggest you not to put up such misleading ads just to lure customers.

Hoping for a prompt action from you regarding this matter! If you need to contact me, please feel free to call me at 9888195776.

Yours faithfully,
Kiran

151. One of your friends has asked you to be a partner in his new start-up business. Write a letter to him and say

- What is your opinion on his new business idea
 - What have you decided on this matter
 - What are the reasons for your decision
-

Dear Rohan,

Hope this letter finds you in radiant health and the best of spirits. Thanks for considering me as a partner for your new business venture. I am sure your idea of opening a restaurant on Banga Road is great because there are no other restaurants in that area.

Unfortunately, I will not be able to join you, as presently my financial situation is not good and will not be able to contribute my share of the initial investment costs.

My mother has not been well lately and a lot has gone into her treatment. Also, I don't really want to leave my current job, and I think it would be impossible for me to commit to the restaurant project while I'm still working full time.

Best of luck with your new business and I am sure you will make a success of it without me!

Yours lovingly,
Kiran

152. A reporter complained about a new TV program that you like. Write a letter to the newspaper editor.

- Describe your point of view.
- Say what you like about the show and why.
- Ask the newspaper to take some action

Dear Mr Smith,

I am writing this letter to you regarding your article in the 'Times India' against the TV serial Satyamev Jayate, in which you unfairly criticized Aamir Khan as he reported a few things against malpractices done by some doctors. I believe that this programme is only meant to aware the general public about all the things going on around them and is in no way aimed at going against any particular group of people.

Personally I feel that the show's presenters are honest and they have put in a lot of effort to collect authentic data on the basis of which they have made the show. All episodes of this serial have won the highest TRP and this is only because people have liked it. This is unlike the modern TV shows which are bland and have nothing to pique our interest.

I would be very grateful if you could in future editions of your newspaper 'Times India' only publish positive articles about the programme since it has thrown light on various social evils and has changed the thinking of many for the better.

Hoping for a positive response from you regarding this matter!

Yours faithfully,

Kiran Makkar

153. Write a letter to the Airport Manager, about a flight that you missed for your business trip because of a problem that occurred at the airport.

Please explain in your letter:

- What was the problem?
- What happened as a result of the missed flight?
- What would you like him/her to do about it?

Dear Sir,

I am writing this letter to inform you about a business trip that I could not go on flight number BA143, because of an accident that occurred at the airport, last Tuesday.

Last Tuesday, 2nd July, I had to board the flight BA143 at 11pm. I reached the airport well in time and completed all formalities in time. In the waiting lounge I went to use the rest rooms and there was some water spilled over there. I slipped and fell and sprained my ankle. Some helpful persons who were there, helped me get up gave me some first aid. But, my foot started swelling and so, I decided to cancel my trip.

I had a business meeting in Ilford London. It was a very important meeting. However, when I called and told them about my predicament, they were kind enough to postpone the meeting for one week.

Sir, would you be kind enough to accommodate me on the next Tuesday BA143 flight at 11 pm and also give me some concession on the ticket. I am also a member of your frequent flyer programme. I would be very grateful to you for this kind gesture.

Hoping to hear from you soon!

Yours faithfully,
Sanjeev Arora.

154. You will have to undergo a minor surgical procedure and you won't be able to do your job in full. Write to your manager

- Explain about the operation.
- Say what part of the job you won't be able to do.
- Suggest a solution to this situation.

Dear Sir,

My name is Indroop and I am working in the HR department of your company as a manager. I am writing this letter to inform you that I have had to undergo a minor surgical procedure because of which I will be unable to carry out all my duties at my job.

I had an ingrown toe nail on the big toe of my right foot because of which I was in extreme pain and so on the advice of my doctor I got my nail excised. It will take about a week to heal. My doctor has advised me to keep my foot raised and not do much walking for about a week. As part of my duty, I have to visit all departments everyday and address the problems of the junior employees. However, I will not be able to carry out my regular rounds for a week.

It would be very kind of you if you allot me some other duties for a week such as office work which does not require any walking.

Hoping for a kind consideration from you regarding this request!

Yours faithfully,

Indroop.

It's good to be back today and I would like to thank you all for your support and encouragement over the past few months. I have learned a lot from you all and I am grateful for the opportunities you provided me. I am looking forward to returning home and continuing my studies at a higher level. Thank you all again for your guidance and support.

155. You have just returned from a working trip overseas. Write your colleagues a letter thanking them for your experience. Please say:

- How do you feel about being home?
 - Thank them for their time.
 - Invite them to come and visit you.
-

Dear Richard and Elaine,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to formally thank you both for the guidance and cooperation extended by you during my working holiday in your company.

It's good to be back home, but I still miss you all. Before coming to UK for my HWM (Holiday Work Maker) visa, I was very nervous, but because of you, I enjoyed a lot. I can never forget how you spared your valuable time in guiding me step by step throughout my time there. It was a very interesting 6 months for me and I learned a lot, which I am sure I will apply in my job here.

I also take this opportunity to invite you to visit my country, India. I will be my pleasure to show you around and be your host for the period you stay here. There is so much to see in India. I am sure you will enjoy your stay here.

I hope to hear from you soon!

Yours truly,

Kiran

156. You are working in a very busy office. A particular piece of office equipment is not working properly. Write a letter to the manager and say

- What is happening with the equipment
- How does this affects your work
- What do you suggest to be done

Dear Sir,

I am one of the office supervisors at Hargobind Nagar branch of Karur Vysya Bank. I am writing to inform you that our Canon printer cum copier is not working properly.

From the last month or so, I had been noticing that the prints are not upto the mark. Then I got a new toner cartridge. Even after that the problem did not resolve. Last week, I called the Canon after-sale service department. Their mechanic came and checked and said that the printer will have to be sent to their office as he was unable to diagnose any problem.

Sir, our office work has literally come to a standstill because of this problem. We have to send our clients outside for getting photocopies done and it gives a very poor impression of our office. I have to take most of the documents in my pen drive and then get them printed from elsewhere.

I seriously think this machine needs to be replaced. Even if this printer gets repaired, a new one is still needed as our office has become very busy lately. This matter needs your urgent attention.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,

Kiran

157. As part of your study you have worked for a short period of time in a company. Write a letter to the manager of this company.

- Thank him/her for the opportunity
- Explain how the experience gained there has helped you
- Share your plans for the future.

Dear Mr. Phillips,

I am writing to express my thanks to you and your staff for the opportunity of working with you during the

summer as part of my work experience for my undergraduate course. It was an amazing time and I learned a great deal while working there.

Interestingly, I am now involved in a project at university and applying some of the techniques and knowledge I gained while I was with you. It has made a big difference to my understanding of this area and I hope to continue to research it in more depth.

Hopefully, I will be graduating at the end of this academic year and would ask you to consider me for any entry-level vacancies your company may have the following year. I thoroughly enjoyed my time with your company and would be interested in working with you on a full time basis.

Once again, thank you for the opportunity, it was extremely useful and I look forward to hearing from you in the future.

Yours sincerely,
Kiran.

158. You got a small object from the soil and you think that it has some historical value. Write to the museum to give some information about it

- Describe the object
 - Explain how you get it
 - Ask information about its value
-

Dear Sir,

I recently found an interesting object while I was walking in the area near the famous historical Sukhchain Gurdwara. It appears to be some kind of utensil or maybe a tool, but it looks very old. We are all well aware of the historical significance of that particular area and was wondering if you, or someone else at the museum might be able to help me in discovering if the object is indeed from the ancient ruins of the village which founded the area many years ago.

The object is about 40cm in length, narrow, but with one end bigger than the other, it looks like it might have been some kind of spoon or tool for mixing, maybe. Oh, and it appears to be made of some hard kind of material, it isn't wood or metal.

Would it be possible for me to bring the object to the museum and let you examine it in further detail?

Thank you for your time, I look forward to your reply.

Yours faithfully,
Kiran Makkar.

159. Write a letter to the cinema manager to inform him/her that you have lost your bag in the cinema. In your letter you should:

- Tell exactly what happened and when
 - Explain where you think you left the bag
 - Ask the manager to help find your bag
-

Dear Sir,

Last night my friend and I attended the late show of 'Queen', the Kangna Ranaut movie, in auditorium number 4 at the Sarab Multiplex. Unfortunately, I left my bag behind when I left.

I placed it on the floor, under the seat, during the movie and forgot to pick it up before leaving.

I wonder if you could tell me if any of your staff or anyone else has handed it in. I tried ringing the reception of the cinema but they couldn't help me, they didn't know anything about it and they suggested I should contact you, so I am writing to see if you could help locate my bag so that I may collect it from you.

This bag is black, made of leather and has two pockets or pouches on the outside. The maker is American Tourister and it looks like a small backpack.

Thank you for your cooperation in this matter, and I look forward to your reply.

Yours faithfully,

Kiran.

160. Write a letter to friend to ask to take care of your children while you are away for a business trip. Tell her:

- What food do they love to eat.
 - What activities they like to do.
 - What arrangements you have made to pick them.
-

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I have heard that you have taken some time off-work nowadays. I hope you are making the most of your leisure time.

I am busy as usual. Actually I am going on a four day business trip next Monday. Do you think you could take care of my kids while I am away? I am not exactly comfortable about leaving them in a day care centre. That's why I am asking your help. If you think you could babysit, I will drop them at your place on Monday morning.

They are very easy-going and get on well with everybody –they are particularly fond of you. As for their food habits, well, they are not really into veggies, but they do eat fruits and cereals. So you should have no trouble keeping them full throughout the day. You also don't have to worry about keeping them busy. They would pass their time watching TV or playing video games. In the evenings, you could perhaps take them for a walk.

I will be back in town on Thursday evening and pick them up from your place on my way home from the airport. I hope you don't mind doing this for me.

Hope to hear from you soon!

Yours lovingly,
Kiran

161. Your friend has offered to sell you something. Write a letter to this friend. In your letter you have to include:

- What the item is
 - Questions requesting details of the item being sold
 - What price you think is fair
-

Dear Amarjeet,

I hope this letter finds you in radiant health and good spirits. I am writing regarding the Dell laptop you offered to sell to me. I am keen on buying this because I have always wanted to own a laptop. However, I would really appreciate if you can clarify a few details regarding this transaction.

The last time that we spoke you told me that the laptop is in good shape and works well. I just want to know if it is i-5 or i-7. I would also like to know the RAM and the storage configuration. Another thing I am keen to know is whether it has Windows 7 or 8. Would you mind writing back to me with these details?

As for the price, well, I am willing to offer you \$500 if the laptop is still covered by a warranty. If you accept this price, I would be happy to finalize our exchange as soon as possible.

Waiting to hear from you!

Yours lovingly,
Sahib.

162. Write a letter to your college's administration department complaining about the college's facilities. In your letter include:

- What the problem is
- How this problem has affected you
- What the college should do to fix this problem

Dear Sir,

I am a third year computer science student and I am writing to complain about the inadequate facilities available at our laboratory. There are 60 students in our batch, but only 20 computers are available in the lab. As a result of this each computer is shared by three students, which severely limits our access to the machine.

As you probably know, computer science is more about gaining practice than about learning theory. Unfortunately, this shortage of computers seriously limits our chances of getting good practical knowledge. Library facilities, too, are inadequate. Computer science text books become obsolete in a matter of months because the technology is developing at such a fast pace. Although the library has a fair number of computer books, they are not up-to-date. Needless to say, we are forced to buy these costly text books on our own.

On behalf of my batch mates, I am requesting you to buy more computers and latest edition textbooks for the lab and the library.

Look forward for a prompt action from you regarding this matter!

Yours faithfully,

Kiran.

163. There is a swimming pool proposed to be built in your town. Write to the city council and say

- Why is this swimming pool important to you?
- Suggest where it should be built.
- Why is it a good idea to have a swimming pool in the town and not outside of town?

Dear Sir,

On behalf of the residents of Phagwara I am writing this letter to express my appreciation of the plan of opening a swimming pool in our town. Of the two sites you have proposed, the one in the centre of the town would be more suitable.

A swimming pool is just what the residents of the town needed. We all know children today are leading sedentary lives and it is difficult to motivate them to play outdoor games when they have so many distractions at home. Swimming, however, is different. Children like swimming and it would give them the necessary exercise also.

The location in the centre of the town would be more suitable because children could go there on their own. If the swimming pool is outside the town then parents would have to take their children there. Parents are too busy these days and so most of the times they would not be able to accompany their children. Not only for the children, but also for the adults this site would be more approachable.

We appreciate your efforts in this area!

Yours faithfully,

Kiran Makkar

164. You organized for a relative a 90th birthday party in a hotel, many elderly guests attended this party which is of great success. Write a letter to thank the hotel manager. In your letter:

- Give the details of the party
 - The reason why the party was so successful
 - Mention a staff who helped you a lot
-

Dear Sir,

I celebrated my aunt's 90th birthday at your hotel on 6th April. It was a great success and it was all because of your excellent services. I am writing this letter to thank you for everything.

The party was on 6th April at 7.30pm. There were about 100 guests. I had invited all my relatives and family friends. There were many elderly people in the party. Three of my elderly guests were on wheelchairs. I had meant this party as a surprise for my aunt. We had some games like musical chairs which were enjoyed by all.

All your staff was very co-operative but I must specially thank Mr Rohit Bali for the special care and attention he gave to all my guests. Every guest was looked after. There was soft music in the background and a lot of snacks. The preparations were very delicious. The snacks reached each and every table and even the cake cutting ceremony was very nicely arranged.

Thank you once again for your co-operation due to which my party was a memorable one.

Yours faithfully,

Kiran Makkar

makkariELTS | www.makkarielts.com

165. You want to volunteer to help the old people of your community. An organization in your area works for the benefit of old people. Write a letter to the in-charge of that organization explaining

- Why do you want to help
- How can you help them
- When will you be available

Dear Sir,

My name is Amit Gaba and I am working with Bayer Pharmaceuticals. I have heard that your organisation works for the elderly people of the community. I am writing this letter to enquire whether it would be possible to offer my voluntary services for any kind of work in the evenings and on weekends.

I live alone and after my work hours, I have a lot of free time, which I would like to utilise productively. I have done a certificate course in Gerontology and would like to help the aged in the Old Age Home of this locality. The main problem of the elderly is social isolation and by spending time with them, I could help them a lot. As it is, we belong to a greying society and the population of the elderly is growing by leaps and bounds. So, I feel there would be a lot for voluntary workers in this field. It would also be a win-win situation for me because I would be able to pass my time usefully.

Sir, I would be highly grateful if you give me the opportunity to work in this field in the evening hours and on weekends. I am busy Monday to Friday 9 am to 5 pm.

Please feel free to call me for any further information. My contact number is 9888195776.

Yours faithfully,
Amit Gaba

166. An international company is offering a temporary job (without pay) for work experience. Write a letter to apply for that job. You need to explain

- Where did you find this information
 - Why you want to apply this job
 - What qualification you have
 - What position you want to apply
-

Dear Sir,

I am writing to apply for the temporary job of a sales manager in your company Delta International. I read an advertisement regarding this job in the Employment News weekly and through that advert I came to know that you need sales managers to work on voluntary basis for the evening hours.

I have graduated from at the University of Texas. My major was International Marketing. It is very important for me to work so that I get some practical experience. Attached is a copy of my resume. I would be happy to provide references from members of the community.

The job, as described, sounds very much like what I am looking for. This job would provide me a very good work experience. Nowadays when you apply for a job work experience is given a lot of importance. I would stand better chances of getting a job and I also know I would provide excellent service.

I am available to come for an interview at your convenience and look forward to hearing from you soon.

Yours faithfully,

Kiran

167. Your friend is asking for your advice. She is going to a university and can't decide whether to study music or business management. Write a letter

- How you felt when you got the letter,
 - What the good points are for both sides and
 - What your advice is.
-

Dear Sarah,

It was such a pleasant surprise to hear from you. I feel honoured that you have asked for my advice regarding the choice of subject.

Music and business management are very different subjects. Both have their own scope. Today, we live in a global village and doing any business in this era of globalisation would definitely need some degree in hand. If you do the course in business management, you would be able to start your own business or help a lot in your parents' existing business. However, I feel that there is a lot of saturation in the field of business management.

Considering your exceptional abilities in singing and playing instruments like the guitar, I would suggest you go for music. Music has a lot of scope today and people in this field are earning telephone-figure salaries. Nowadays many reality shows related to music are going on and people are willing to pay anything to get their children the best coaching. You have innate abilities in the field of music and a degree would polish you further. Music holds a bright future for you.

Hope my advice satisfies you. Do convey my regards to your parents.

Yours lovingly,

Kiran

Dear Sir/Madam, writing this letter to you from your office regarding the following matter. I am writing this letter to you to express my concern about the present condition of our school building. We have been facing many difficulties due to the old age of the building. The walls are cracked and the roof is leaking. The windows and doors are not working properly. The floor is uneven and slippery. The washrooms are dirty and smelly. The water supply is also very poor. I request you to take immediate action to improve the condition of our school building. Thank you.

168. You are a member of a sports club located in an old building. The manager asked you to suggest some improvements to the building. Write a letter to your manager and say

- Why the club is important to you
 - What improvements should be made in the building and
 - How these changes would benefit the members
-

Dear Sir,

I am a life member of your Leo Sports Club. I am writing this letter in response to the notice you have sent to all the members to suggest improvements in the building.

This club is very important for me. I have been a member for the past ten years. I regularly come there with my family to play snooker and do swimming. However, I do agree that the building is in a very bad state and needs a lot of renovation.

The whole building needs a fresh coat of paint. The changing rooms too need a few changes. The bolts on the doors and windows are all broken as a result of which anyone can budge into the room while we are changing. To add to it, the curtains are so dirty that they smell. The urinals attached to the changing rooms also stink. The dust bins are also very dirty. The swimming pool also needs a new filter system.

All these changes would benefit all the members. Many members are not renewing their membership because of the problems. If these renovations are done then this sports club could get back its original glory.

Hoping for a careful consideration of these suggestions!

Yours faithfully,
Kuldeep Singh

169. Write a letter to local council about the closure of playground and explain

- Why so few children are using the playground
- How to increase the number of children using the playground
- Why this is important

Dear Sir,

I am writing this letter to apprise you with an important issue concerning the pitiable condition of the local playground located in Model town. It is being used by few children nowadays, whereas earlier it used to be the source of much fun and laughter, a safe meeting place for many children.

Nowadays the playground is very run-down and in bad condition. The seats on the swings are broken and the see-saw is also wobbly. There are some cracks on the slides, which could be very dangerous for children. There are also no shady trees for children to sit and play. That is why parents are worried about children going to that playground and so few children are seen there nowadays.

If we are to encourage our children for outdoor activities then it is important to immediately improve the condition of the playground. As it is children today are suffering from childhood obesity and so beautiful and well-maintained playgrounds are a must to encourage children to do outdoor activities. It is my humble request to have new swings, see-saws and slides because the earlier ones are beyond repair. Shady trees need to be planted which in due course of time will be a big asset.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Kiran Makkar