

Assignment - No-1

- 1) As the purchase manager of your company, you had ordered 20 laptops from Dell Company, 216 S.V. Road, Bandra, Mumbai 400050. When the consignment arrived; you found five of the piece in a damaged condition. Write a letter to the Sales Manager Claiming Suitable adjustment. Decide what form of compensation / adjustment you want.
- 2) A computer institute in Bangalore has advertised a special vacation training programme in Advanced Animation for engineering students which you wish to attend. Draft a letter of inquiry requesting details of the programme including accomadation facilities for outstation students. Draft the letter in (full block format)
- 3) You had ordered 500 meters of curtain febric for your hotel. The consignment reached you two weeks later than the specified date and the febric is not of that quality you had ordered. Draft a letter of complaint asking the manufacturer to replace the world whole consignment using the block format.

Q-4 Being a student, You want a provisional certificate from college for your further requirement, write an email to ~~Sr. clerk~~, Sr. clerk; Registrar and principal (in BCC)

-5 Write 5 major components of letter writing with their examples.