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ONLINE DEGREE

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WRITING



A BUSINESS TRIP

- Even in business writing, sometimes we have to share personal information.
- For instance, we travel to a new location, we have to tell our host about our stay, food etc.

- But a lot of people just casually mention some sightseeing preferences.
- It is important to mention even these personal things precisely and clearly.
- Many tests of proficiency in English have parts of this kind of writing in their tests.

In about 150 words, write a letter to a business partner abroad giving him the details of your forthcoming travel to meet him.

You can mention your personal preferences in room, food, etc during your stay there. You can also say if you would wish to see some tourist spots in that city and nearby.

BLACKPOOL, UK



ROUGH DRAFT

A Business Trip

Maya Lobo Prabhu,
Konkan Exports Pvt Ltd
Mangalore, India

To: Mr Peter P Sumner,
36, Post Office Road,
Blackpool, A27 GH 2L, U K

21 Jan, 2021

Dear Peter,

A Business Trip

You will be happy to know that I am eagerly looking forward to my visit to your great country. I have heard so much about your country. I am very eager to visit it. So I have already booked my flight ticket, business class, and I am reaching Heathrow London at three a m on 17 March. And then I think I will take a train from there to reach your city some time in the afternoon. In London I may visit an Indian friend for a few hours.

On reaching your city, I will go to the hotel. Please tell me the name of the hotel you are going to book for me. It will be a joy to see you at the railway station, but why take unnecessary trouble. I will take a taxi and go to the hotel directly from the railway station. I hope you have good hotel in your city. Kindly tell them that we in India take only vegetarian food, so I would like to have good vegetables and fruits and milk with rice and sambhar.

Are there good tourist places in your city? Then please tell me about them and I may also like to visit them. Since my husband is not coming with me, I should bring some gift for him. Can you please advise me which shops I should go to so that I get good discounts and good quality materials at a very cheap rate? Thank you very much.

Please reply.

Yours sincerely,

M L Prabhu (243 words)

COMMENTS

- The first draft has 100 words more than the limit for this letter.
- It has many items of unnecessary information.
- In vital details, it is vague.
- Inaccurate and redundant words can confuse the reader .

FINAL DRAFT

Maya Lobo Prabhu,
Konkan Exports Pvt Ltd,
Mangalore, India

To: Mr Peter P Sumner,
36, Post Office Road,
Blackpool, A27 GH 2L, U K

21 Jan, 2021

Dear Peter,

Forthcoming trip to the U K

I will reach Blackpool by the 4:30 train from London on 17 March. I can take a taxi from there to the hotel, and can call you after checking in. We can meet the following morning in your office.

Please, help me get a room with a window. Vegetarian food, I believe, is not a problem in the U K. And some tea and ordinary water should be enough for drinks for me.

Time permitting, I may join a conducted tour of the Lake District. But can I, please, invite Mrs Sumner and you to join me for a walking tour of a nearby village one afternoon, and then we may have some quiet dinner in a local restaurant. With Mrs Sumner's help I may also buy for my husband some memento from a local shop.

Looking forward to see you,

Yours sincerely,

Maria (152 Words)

ACTIVITY

In about 150 words write a mail or a letter to:

1. Your host with whom you are going to stay for six weeks during your internship in Edinburgh
2. Your friend who will receive you at an airport in New York.
3. A librarian in the British Library, London, requesting her to help you find a paying guest accommodation near by so that you could stay there during your three month long research fellowship there.

Thank you!