

Q.4 You are Arman /Arpita of 14, MG Road, Pune. You had bought textbook, ‘Vistas’ for class XII from a neighbourhood bookstore. After browsing through the book, you realized that a few pages were missing and the print overlapped on a few pages. Write a complaint letter in 100-125 words to the Manager, Dawn Books, Lawrence Road, Chennai, requesting him for a replacement or refund. (6)

**OR**

You are Taneen / Vinaya Shah. Write a letter (in 100-125 words) applying for the post of Sales Executive at Wipro Microsystems Ltd. Hyderabad. Prepare a bio-data with all the necessary details. (6)

5. You are Anand/Arti of 14, Model Town, Delhi. You have seen an advertisement in *The Hindu* for the post of Chief Chef in a 5-Star Hotel. Apply for the job with complete biodata. Write in 125 – 150 words.

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**OR**

You are Prem/Parul of 16, TT Nagar, Bhopal. You would like to apply for the post of Marketing Manager in a reputed firm in Mumbai. Write a letter to the Public Relations Officer, Chantac Enterprises, Mumbai, applying for the job. Write the letter in 125 – 150 words giving your biodata.

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**OR**

You are Prem / Shiny of No.16, TRS Nagar, Bhopal. You would like to apply for the post of Marketing Manager in a reputed firm in Mumbai. Write a letter to the Human Resources Manager, Skypack Enterprises, Mumbai, applying for the job. Write the letter in 100-125 words giving your bio-data.

# JOB APPLICATION

Guru Nanak Vihar

Sender's address Delhi

Date April 3, 2022

Receiver's address The Principal,

Subject I T L Public School  
Salutation Udyog Nager, Delhi.  
For the post of Lab assist  
Sir/Madam

In response to your advertisement in Times of India dated March 29, 2022  
for the post of Lab assist in your School, I wish to offer my  
candidature — I am hard working, honest &  
punctual.

Please find enclosed my bio-data for the said purpose.  
If given a chance to serve you, I assure you  
that I shall work with utmost sincerity and  
dedication. Hoping for a favourable response.

Yours truly  
XYZ - -

## BIO-DATA

## BIO-DATA

Name  
Father's Name  
D.O.B  
Age  
Address  
Hobbies  
Language  
Nationality -  
Qualifications  
Experience  
Contact No.

Personal Details

E-mail Id  
Marital Status

References ---

Declaration : I, hereby declare that  
the information furnished above is  
true to best of my knowledge

Date \_\_\_\_\_  
Place \_\_\_\_\_  
Signature \_\_\_\_\_

On	Year	%	Time

You came across an advertisement regarding vacancy for the post of Lab assistant at the department of Chemistry , ITL Public School. Draft an application for the same in not more than 150 words with all necessary details.

**OR**

You are an educationist and are concerned with the current education and examination system in India . draft a letter to the editor making a case for education beyond classroom.

Post -> Lab assist

Sunshine Public School, Pune requires two sports coaches (one male and one female). Each should be a degree holder in physical education as well as an SAI certified coach in athletics. You have seen their advertisement and you know that you have these qualifications. Write an application in 120 – 150 words along with your resumé. You are Praveen/Praveena, M-114, Najafgarh, Delhi.

Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in *The Bhilai Express*. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post. (120 – 150 words)

5. Park Lane, Chanakyapuram, Mysore is proud of having four reputed public schools in close proximity to each other. In the morning and afternoon there is a heavy traffic along the road and hundreds of students are put to a lot of inconvenience.

Write a letter in **120-150** words to the Deputy Commissioner of Police (Traffic) describing the problem. Suggest a few measures to regulate the traffic. You are Karuna Shetty / Karan Kumar, Principal, Sunrise Global School.

**6**

**OR**

Write an application (including a resumè) in **120-150** words for the post of receptionist advertised in a national newspaper by JKL Publishers, Peshwa Road, Pune. You are Karuna, M114, Mall Road, Pune, a graduate from SNDT University and have done a Secretarial Practice Course from YWCA, Mumbai.

