

## Business Letter

- Chief mode of correspondence, in any organisation whether small or large
- boosts up the formal relations.

### Patterns

#### (i) Full block format-

Each line begins just below the one above & thus all info is put on the left side of the page (Mostly used)

#### (ii) Modified / Intended block format-

Sender's address is intended on the right side of page & complimentary close is shifted on the right side of the page. [Outdated pattern]

#### (iii) Simplified format-

Similar to full block format

There is no complimentary closure or no ~~solution~~ salutation word. looks like an e-mail or memo.

### Contents of letter

(i) Address

(ii) Date

(iii) Subject

(iv) Salutation

(v) Complimentary close

(vi) Title

(viii) Signature

(vii) Body of letter

(ix) Enclosure

## Formate

### Block formate

[ sender's address ]

[ Date ]

[ Reciever's address + name ]

[ saluataion ]

[ Body of letter ]

[ Complimentary close ]

[ signature ]

### Modified formate

[ Sender's address ]

[ Date ]

[ reciever's address + name ]

[ same as block formate ]



Example

Ken's Cheese House  
34 Chatley Avenue  
Seattle, WA 98765

15 January 2025

Fred Flintstone  
Sales Manager  
Cheese Specialists Inc.  
456 Rubble Road  
Rockville, IL 78777

Dear Mr. Flintstone,

With reference to our telephone conversation today,  
I am writing to confirm your order for 120 x  
Cheddar Deluxe Ref. No. 856.

The order will be shipped within three days via UPS  
and should arrive at your store in about 10 days.  
Please contact us again if we can help in any  
way.

Yours Sincerely,

Kenneth Beare  
Director of Ken's Cheese House  
[Signature]

# Job Application

Formate

Candidate Name

Address

Email ID

Phone number

Date :

Subject: Job application letter for the position in the organisation.

(Dear Mr./Mrs.)

Mention where you saw the Job posting and showcase your interest in working in this role.

Write some of your qualifications that match the Job requirement.

Explain briefly about your past experience to emphasize your personality & skills. Express your interest to an employer for reviewing your job application letter. Also, you can add any follow-up information, if required.

Sincerely

Candidate signature,



# Report Writing

## Formate

- Heading [Title]
- By line [Name of Reporter]
- Opening paragraph [Introduction]  
[how, what, why, when, who, where]
- Account of the event in Detail
- Conclusion [Description how event ended]

word limit 150 to 200

## Imp point

- Describe only fact not personal opinion.
- in past tense
- It should be precise and brief.
- The ending should not leave queries behind.

## Types

- (i) Assignment report
- (ii) Informative report
- (iii) Survey report.

## Example

Date :

To :

Form :

Subject : (focus + topic)

Introduction -

-  
-  
-

Discussion -

-  
-  
-

Conclusion -



**Annual Function**  
**Mittal International School, Kota**

Kota: 25 March 2012

Mittal International School celebrated its annual function on 25 March 2012 between 7 and 10:30 p.m. The theme of this grand function was 'The World of Fantasy', and the young students gave enchanting performances. The Chief Guest was Prof. R.P. Yadav (Hon'ble Vice-Chancellor, Rajasthan Technical University, Kota) and the function was presided over by Mrs Sangeeta Kacker, the Principal of the school. The programme was attended by students, their parents, teachers, and many dignitaries of the city. The inaugural speech by the Chief Guest and the farewell speech by the Principal were extremely impressive and inspiring.

(Ravi Arora)

Correspondent

*Times of India,*

Kota (Raj.)



16/9/24

## \* Paragraph writing \*

(unit 3)

How to write -

- Single idea / topic - develop.
- Single piece of writing.
- not less than 100 words.
- Shall not exceed 150 words limit.
- The first line and the last line of Conclusion is very important.  $\pm a$

Style  $\Rightarrow$  clear, simple and lucid.

$\rightarrow$  A "paragraph" consists of related sentences which develop a single idea or theme.

$\rightarrow$  first sentence of paragraph is introduction and last sentence is conclusion of argument.

### \* Types of paragraph writing :-

1. Descriptive :- describe the object, write what we know about the object.

2. Narrative :- We have to narrate some incident or event. It is ~~the~~ account of our experience.

3. Reflective :- We try to establish some idea and give our views on some idea or problem.

4. Expository :- Explain some facts about some ~~some~~ subject

for Ex  $\rightarrow$  life of Subhash chandra Bose.

$\rightarrow$  Usefulness of technology.



5. Argumentative :- contains arguments about some controversy.

Eg politics vs casteism.

6. Proverbs :- Explaining it with the help of some suitable examples.

# Some topics for paragraph writing -

1. No pain, No gain.
2. Ill earned, ill spent.
3. Smartphone.
4. Black board.
5. Religion vs Politics.
6. Visit to the Cancer hospital.
7. Dowery System.
8. Reservation.

### 1. Dowery System

Dowery system is one of the ancient practices of India which should not be adopted. Rich people can easily follow / practice this system but it is very difficult for poor people to follow dowery system. We can see that because of dowery system, poor families do suicide and many families and marriages break because of high dowery system. This system is a big cause of domestic violence. Hence, Dowery system is a curse on Indian society.