

Business Letter

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

Patterns

- (i) Full block formate -
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 formate -
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 [outdated pattern]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 formate -
Similar to full block formate
There is no complimentary closure or no ~~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
- (vii) Body of letter
- (viii) Signature
- (ix) Enclosure

Formate

Block formate

[sender's address]

[Date]

[receiver's address + name]

[Salutation]

[Body of letter]

[Complimentary close]

[signature]

Modified formate

[Sender's address]

[Date]

[receiver's address + name]

[same as block formate]

Example

Ken's Cheese House

34 Chatley Avenue
Seattle, WA 98165

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

Formatted

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

Format

- 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 bchined.

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 450 words & limit.
- The first line and the last line of Conclusion is very important.

Style \Rightarrow clear, simple and lucid.

- A "paragraph" consists of related sentences which develop a single idea or theme.
- 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 subject
for Ex \rightarrow life of Subhash Chandra Bose.
 \rightarrow Usefulness of technology.

5. Argumentative :- contains arguments about some controversy.

Ex politics vs castism.

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. Dowry System.
8. Reservation.

1. Dowry System

Dowry 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 dowry system. We can see that because of dowry system, poor families do suicide and many families and marriages break because of high dowry system. This system is a big cause of domestic violence. Hence, Dowry system is a curse on Indian society.