**COM 200: Assignment 8**

**Total marks: 20**

I. Given below is a passage that you have to revise before submitting. Identify the spelling, grammar, and punctuation errors and correct them: (10 marks)

Naming and re-naming of places is not new in India. Such projects are deeply political. They aim to politicise community memories. But not only do such endeavours not acknowledge the ruptures they create, they also overlook the history of cultural consciousness. Cities, streets and bazaars evolve their own identities with time. By doing so, they reflect historical experiences and changes. This is why the public, often resist the manipulation of renaming. For example, though several years have passed since Connaught Place in Delhi was re-named as Rajiv Chowk, the public relates to the market by her colonial name. The new name is linked to the metro station only – a new public space within the larger one. Re-naming results in tangible changes, but several intangible aspects of places continue to be associated with the lived reality of communities.

II. Identify each of the sentences below as formal or informal: (5 marks)

1. I request your intervention in this matter.- **Formal**

2. I don’t think I’m really cut out for this job.- **Informal**

3. I am confident that I will be able to contribute meaningfully to the company.- **Formal**

4. I really, really wish I can be a part of your organization.- **Informal**

5. A post in Aspire had always been my dream!- **Informal**

6. I am sorry that I will be unable to undertake this responsibility. - **Formal**

7. I wish you a speedy recovery.- **Formal**

8. Hope all of you had a good time!- **Informal**

9. PLEASE DO inform us if you have any queries.- **Informal**

10. The presentation failed to meet the required standards.- **Formal**

III. Given below is a letter written by a student to a company. Identify the errors in format and language that she has committed. (5 marks)

From

Hermione Granger

16, Mango House

Apple Street, Orange County

To

Albus Dumbledore

Manager (Human Resources)

A&B Company

Bengaluru – 500067

Dear sir,

I am a student of Hogwarts College, who is interested in studying the mechanism of manufacturing quidditch balls. I am specializing in this area and it will help me immensely if I get hands-on experience as an intern in your esteemed company.

I was planning a trip to Darjeeling during my summer break, but that is not likely to materialize. So I will be free to do an internship during those months. Please let me know if there are internship opportunities in your company during this period.

Eagerly awaiting your response,

Regards,

Hermione Granger

**Errors-**

1. The **date** is not mentioned.
2. The **subject** is not mentioned.
3. **Personal details** are mentioned in the second paragraph which is not required and should be omitted.
4. **Signing off** is not in the proper format.
5. **Correction in punctuation**- I am specializing in this area**,** and it will help me immensely
6. **American English** is used here. But while writing in India, Indian English should be used.

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