

ASSIGNMENT 2

1. Discuss the various types of reports. Give an example of each.
2. The management of Reg International, Mumbai, is greatly concerned about growing absenteeism among the employees of its various divisions. You as the Personnel Manager, HRD, have been asked to investigate the causes of absenteeism and submit a report to the Managing Director. For collecting the relevant data, prepare a mail questionnaire to be distributed among the employees of the company. Write a covering letter also. Your questionnaire should have at least twenty questions.
3. How are letters, memos, and emails different from each other? Do they also have any similarity? Explain.
4. Emails are very fast means of communication, but have some drawbacks. Discuss.
5. Discuss the important points to be considered while drafting a cover letter to accompany a resume.
6. As the Purchase Manager of Satyam Computers, 9 Naidu Road, Hyderabad-500007, you had ordered two dozen Personal Computers from Hindustan Computers Limited (HCL), 140 M.G. Road, Bangalore- 500001. When the consignment arrived, you found some of the pieces in the damaged condition.
 - a. Write a complaint letter to the Sales Manager of the company asking for repair, replacement, or compensation.
 - b. As the Sales Manager of HCL, draft a suitable reply.
7. What are reports? Discuss the types of report.
8. Explain memos. Where they find the uses? How they differ from transmittal letter?
9. Discuss 7c's of effective business writing.