**Communication Skills**

**Instructor: Dr Shuhita Bhattacharjee**

Answer ***ANY TWO*** out of the three questions below:

1. Write a formal letter of complaint addressed to the Student In-Charge of the Hostel Maintenance Committee in IIT Hyderabad asking for the proper installation of street lights around the hostels at night to facilitate safe and easy travel from the hostels to the mess, labs, and offices. Anticipate points in favour of your argument and make an effective request that can be sent through email.
2. Write a letter of application (meant to be sent as an email) for an internship position with an NGO working to stop child labour in your city. Imagine why you may want to do this job as effective preparation for jobs later in your career and make the best argument possible for why you will be good at it to your prospective selectors’ panel at the NGO.
3. What are the various crucial things to keep in mind and practise in order to avoid the usage of discriminatory language in the workplace.

**OR**

What are the important ways to participate effectively in a group discussion being conducted by a prospective employer during campus interviews.