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| Programme | : | B.Tech. (Common to all) | Semester | : | Interim Semester 2021-22 |
| Course | : | Soft Skills for Engineers - II | Code | : | SST2002 |
| Faculty | : | Dr. Ravi Bhatt | Slot/Class No. | : | D11/ 0162 |
| Time | : | 1 hour | Max. Marks | : | 10 |

**Assignment**

**Q: You are Manav Singh, Director (logistics) of Turbo Automobiles Ltd. Chennai. Two weeks ago, you made an order of some CCTV cameras and other security equipment that are to be installed in your company. Write a letter to the manager of Tata Sales, Jamshedpur for the cancellation of the aforementioned order in not more than 200 words. Supply the relevant reasons for the cancellation.**

**(Recommended settings: Font: Times New Roman; Size: 12; Spacing: 1.5)**

**You can turn-in your document either in .pdf or .doc format.**

Answer Sheet

Reg. No. :

Name :