

MODULE 1

(2 Marks Questions)

1. Pick out the correct meaning of the phrase "tender love" in the given context.
Answer: C) Gentle
2. What is the meaning of 'Gratis'? Choose the meaning from the options.
Answer: D) Without payment
3. He is very rigid in his attitude. If he wants his work done, he ought to be_____ and ready to make adjustments. Select the correct alternative which is the appropriate antonym of the underlined word and complete the sentence.
Answer: D) Flexible
4. Match the phrase: "Fair play" with the correct meaning.
Answer: C) Honest method
5. Many of the incidents in the autobiography appear to be fictitious. Select the word which is opposite in meaning to the underlined word.
Answer: D) Genuine
6. _____ modern. Select the correct prefix to form a meaningful word.
Answer: C) Hyper (Hypermodern)
7. The rioters fell back when the Police arrived. Select the correct meaning of the phrase underlined.
Answer: B) Retreated
8. Which one of the following sentences correctly expresses an adverb clause of condition?
Answer: D) If that is Ramanathan, I am mistaken.
9. Choose the word which is nearest in meaning in the context to the word underlined.
He is believed to be a very industrious worker.
Answer: A) Diligent
10. Find the Conditional Clause from the given options.
Answer: C) Unless you really love children, they won't obey you.
11. Explain phrasal verbs with two examples.
Answer:
 - Look after – (Take care of) e.g., She looks after her younger brother.
 - Give up – (Quit) e.g., He gave up smoking last year.

(5 Marks Questions)

12. What is the difference between inference and direct observation?

Answer:

- Inference is drawing conclusions based on evidence and reasoning (e.g., seeing smoke and inferring there is a fire).
- Direct observation is acquiring knowledge through firsthand experience (e.g., witnessing a fire burning).

13. How does the use of idiomatic expressions affect communication?

Answer:

- Idioms enhance expressiveness but can cause confusion for non-native speakers.
- Overuse may make speech informal and obscure meaning in formal settings.

14. What is the significance of phrasal verbs in spoken English?

Answer:

- They make communication more natural and conversational.
- Common in everyday speech, increasing fluency and comprehension.

15. Are you assuming that critical thinking applies the same way to all types of reading materials?

Answer:

- No, critical thinking varies by context; academic texts require logical analysis, while literary works demand interpretation.

16. How do skimming and scanning improve reading efficiency?

Answer:

- Skimming provides a general overview of the text.
- Scanning helps locate specific details quickly.
- Both techniques save time and enhance comprehension.

17. How do supporting details help in understanding the main idea?

Answer:

- They provide evidence and explanations that reinforce the central argument.
- Examples, facts, and statistics clarify the topic.

18. How can the concept of vocabulary expansion be applied to analyze a student's language learning progress through a case study?

Answer:

- Assess improvement in word usage and comprehension.
- Identify patterns in context-based vocabulary retention.

19. What does contextual meaning refer to in reading comprehension?

Answer:

- The meaning of a word or phrase depends on its usage in a sentence rather than its dictionary definition.

20. What do we already know about making inferences from texts?

Answer:

- Inferences require background knowledge and textual clues.
 - They enhance deeper comprehension beyond explicit details.
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(5 Marks - Case Study-Based Questions)

21. Consumer rights in SEBI guidelines (Case Study on 'Vastra Ltd.')

Answer:

- Consumer Right to Information – SEBI ensures companies disclose all relevant details to investors.

22. Importance of consumer protection from the businessman's perspective.

Answer:

- Builds trust and brand loyalty.
- Ensures legal compliance and avoids lawsuits.

23. Consumer case study (Mosquito Rackets)

Answer:

24. Importance from the consumer's point of view – Right to Quality Products.

25. Level of consumer court – District Consumer Court (since the amount is ₹450).

26. Business perspective – Company took action to maintain reputation.

27. Consumer responsibility ignored – Failure to follow product maintenance instructions.

28. Consumer right protected – Right to Redressal (company offered repair/replacement).

MODULE 2

(2 Marks Each)

1. Analyze the syntactic structure of the following sentence and identify all parts of speech:

“The paradoxical conundrum, which had perplexed even the most astute linguists for decades, was ultimately resolved by a groundbreaking computational model.”

Answer:

- The – Definite Article
 - paradoxical – Adjective
 - conundrum – Noun
 - which – Relative Pronoun
 - had perplexed – Verb (Past Perfect)
 - even – Adverb
 - the – Definite Article
 - most – Adverb (Superlative)
 - astute – Adjective
 - linguists – Noun
 - for – Preposition
 - decades – Noun
 - was resolved – Verb (Passive Voice)
 - ultimately – Adverb
 - by – Preposition
 - a – Indefinite Article
 - groundbreaking – Adjective
 - computational – Adjective
 - model – Noun
-

2. Choose the most contextually appropriate verb form:

“Had the negotiations __ (progressed/progressing/had progressed), the agreement would have been finalized without contention.”

Answer:

The correct verb form is "progressed".

- The sentence follows the third conditional structure: "Had + subject + past perfect, (then) subject + would have + past participle."
- Since "negotiations" is the subject and "had" is already present, we use progressed (past participle).

Corrected sentence:

"Had the negotiations progressed, the agreement would have been finalized without contention."

3. Transform the following excerpt into a syntactically accurate sentence:

"The proposal, although innovative in its approach, fail to address the fundamental logistical constraints, and therefore, were deemed impractical."

Answer:

Corrected sentence:

"The proposal, although innovative in its approach, fails to address the fundamental logistical constraints and therefore was deemed impractical."

Explanation:

- "Proposal" is singular, so "fail" should be "fails".
 - "Were" refers to "proposal," which is singular, so it should be "was."
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4. Determine the type of sentence structure:

"Despite the vehement opposition, the controversial policy was implemented, as the governing body remained resolute in its decision, disregarding public dissent."

Answer:

This is a compound-complex sentence because:

- It has one independent clause: "the controversial policy was implemented."
 - It has another independent clause: "the governing body remained resolute in its decision."
 - It contains a dependent clause: "despite the vehement opposition."
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5. Identify and rectify the subject-verb agreement error:

"Neither of the strategies proposed by the research team appear to be feasible within the given timeframe."

Answer:

Corrected sentence:

"Neither of the strategies proposed by the research team appears to be feasible within the given timeframe."

Justification:

- "Neither" is singular, so the verb should be "appears" instead of "appear."
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6. Convert the following direct speech to reported speech while maintaining tone and intent:

Direct Speech:

"She asserted, 'Had I been informed earlier, I would have devised a more comprehensive mitigation strategy.'"

Answer (Reported Speech):

She asserted that had she been informed earlier, she would have devised a more comprehensive mitigation strategy.

7. Rewrite the following passage in passive voice without altering meaning:

"Scholars have long debated the legitimacy of postmodernist critique, arguing that it lacks empirical substantiation."

Answer:

"The legitimacy of postmodernist critique has long been debated by scholars, with arguments that it lacks empirical substantiation."

8. Fill in the blank with the correct degree of comparison and justify:

"Her comprehension of quantum mechanics was ____ (vast) than that of her contemporaries, yet she remained an unsung genius in her field."

Answer:

"vaster"

Corrected sentence:

"Her comprehension of quantum mechanics was vaster than that of her contemporaries, yet she remained an unsung genius in her field."

Justification:

- "Vaster" is the comparative form of "vast," which is appropriate due to the comparison using "than."
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(5 Marks Each)

9. Analyze the rhetorical function of the question tag:

“This methodology has yielded groundbreaking results, hasn’t it?”

Answer:

- The question tag reinforces the assertion rather than seeking genuine confirmation.
 - It adds a persuasive tone, engaging the audience while subtly prompting agreement.
 - In academic discourse, such question tags invite reflection and discussion rather than outright contradiction.
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10. Construct a syntactically complex compound-complex sentence using the following:

“The economic downturn. The government’s intervention. Unanticipated inflationary pressures.”

Answer:

“Although the economic downturn necessitated government intervention, the unanticipated inflationary pressures that followed undermined the intended stabilizing effects, and policymakers were forced to reconsider their strategies.”

(5 Marks Each)

11. Compare and contrast the subtle implications of past perfect vs. past perfect continuous tenses in the context of historical analysis. Provide illustrative examples.

Answer:

- Past Perfect (had + past participle): Emphasizes completion before another event.
 - *Example: “By the time the treaty was signed, negotiations had concluded.”*
 - Past Perfect Continuous (had been + verb-ing): Emphasizes duration of an action before another event.
 - *Example: “By the time the treaty was signed, negotiations had been ongoing for months.”*
 - In historical analysis, the past perfect presents definitive shifts, while the past perfect continuous shows prolonged conditions leading to an event.
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12. Critically assess the impact of sentence inversion in formal writing:

Example: “*Never before had the global economy faced such an unprecedented crisis.*”

Answer:

- Inversion enhances emphasis and formality by disrupting standard word order.
 - It makes the argument more striking, particularly in scholarly and journalistic writing.
 - However, excessive inversion may hinder readability.
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13. Justify the necessity of rigid subject-verb agreement in legal documents. Provide real-world case examples where ambiguity led to misinterpretation.

Answer:

- Subject-verb agreement ensures unambiguous interpretation of legal clauses.
 - Example: Comma vs. Agreement Ambiguity:
 - *"The company or its representatives are liable."* (Are both liable?)
 - *"The company or its representatives is liable."* (Only one is liable.)
 - A real-world case involved Rogers Communications, where a misplaced comma cost the company \$1M due to ambiguity in contract interpretation.
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14. Examine the syntactic interplay of conditional sentences in persuasive rhetoric, citing examples from renowned speeches.

Answer:

- First Conditional (real possibility):
 - *"If we act now, we can change the future."*
 - Second Conditional (hypothetical):
 - *"If I were in power, I would reform the system."*
 - Third Conditional (regret/critique):
 - *"Had we taken action sooner, this crisis could have been prevented."*
 - Persuasive speeches (e.g., Martin Luther King Jr. and Winston Churchill) use conditionals to evoke urgency, hypothetical visions, or alternative historical outcomes.
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15. Construct a logically coherent passage demonstrating seamless tense shifts to convey time-related nuances in an academic setting.

Answer:

"Scholars have long debated the origins of human migration patterns. Early theories

suggested that migration was primarily driven by climate changes. However, recent studies have demonstrated that economic factors played a crucial role. By the 20th century, advancements in archaeology had uncovered evidence contradicting earlier assumptions, and today, researchers continue to refine their understanding using AI-driven data models."

16. Rewrite the following paragraph, eliminating voice inconsistency while retaining coherence:

Original:

"The panel had been reviewing the policies, and a consensus is being reached as we speak. The recommendations were implemented shortly after."

Revised (consistent past tense):

"The panel had been reviewing the policies, and a consensus was reached. The recommendations were implemented shortly after."

Justification:

- Shifted "is being reached" (present) to "was reached" (past) for consistency.
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17. Evaluate how overuse of complex sentence structures can impede comprehension in scientific research. Provide at least three real-world examples.

Answer:

- Overuse of complex structures leads to cognitive overload and reduced clarity in scientific writing.
 - Examples:
 1. Medical Studies: Papers with excessive subordinate clauses often confuse practitioners.
 2. NASA Reports: A 1999 report led to misinterpretation of data, causing delays in Mars missions.
 3. Legal-Scientific Documents: The FDA has criticized pharmaceutical research papers for unnecessary verbosity, impacting regulatory decisions.
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18. Compose a paragraph that strategically employs various degrees of comparison to depict a nation's economic transformation over a decade.

Answer:

"A decade ago, the country's economy was weaker than its regional counterparts. While its industrial output was modest, its reliance on agriculture was greater than before. Over time, economic policies became more efficient, leading to a faster recovery. Today, the nation

boasts the strongest financial growth in the region, making it one of the most prosperous economies globally."

19. Correct inconsistencies in reported speech in the following passage:

Original:

"He mentioned that he will submit his dissertation by Monday but admitted that he had only started writing it yesterday."

Corrected:

"He mentioned that he would submit his dissertation by Monday but admitted that he had only started writing it the day before."

Justification:

- "Will" → "would" (tense shift in reported speech).
 - "Yesterday" → "the day before" (correct time reference).
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20. Discuss the significance of accurate question tag placement in diplomatic negotiations. Provide examples of misinterpretations due to tag placement.

Answer:

- Significance:
 - Ensures clarity and prevents misunderstanding or unintended coercion.
- Examples:
 - *"We should sign this agreement, shouldn't we?"* (Invites confirmation)
 - *"We shouldn't sign this agreement, should we?"* (Implies reconsideration)
 - Case Study: A misplaced question tag in a 1993 UN trade agreement caused delays in ratification due to interpretational ambiguity.

MODULE 3

(2 Marks Each)

1. Name any two features of a descriptive essay.

- Vivid Sensory Details: A descriptive essay uses rich sensory details (sight, sound, touch, taste, and smell) to create a vivid picture in the reader's mind.
 - Figurative Language: It employs literary devices like similes, metaphors, and personification to enhance the description.
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2. Identify the topic sentence and suggest a more engaging alternative.

Given passage:

"Technology has changed our lives. It helps in education, health, business, and entertainment. For example, students can learn online, and doctors use advanced machines. However, some people argue that technology makes people lazy. But still, it is useful in many ways, and everyone benefits from it."

- Topic Sentence: *"Technology has changed our lives."*
 - More Engaging Alternative: *"In today's fast-paced world, technology has become an indispensable force, revolutionizing how we learn, work, and interact."*
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3. Convert the paragraph into the first-person point of view.

Given paragraph:

"The beach was beautiful. The sand was soft, and the water was blue. People were playing, and the waves were coming in. The sun was shining, and birds were flying."

First-person version:

"I found the beach breathtaking. The soft sand felt warm beneath my feet, and the blue waves rolled in rhythmically. I watched people playing joyfully as the golden sun shone above, and birds soared through the sky."

4. Provide two examples to support one of the claims.

Claim: Social media spreads misinformation.

- Example 1: In 2020, false claims about COVID-19 treatments spread rapidly on social media, leading to public confusion and potential health risks.
 - Example 2: Political misinformation has influenced election outcomes by spreading fake news and misleading narratives.
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5. Rewrite the paragraph to make it more formal and professional.

Given paragraph:

"I am writing this letter to request an extension for my project deadline. The project was assigned on January 10th, and the due date is February 5th. However, due to unforeseen circumstances, I require an additional two weeks to complete it. I will ensure the final submission is of high quality and meets all requirements. Kindly consider my request."

Rewritten version:

"I am writing to formally request an extension for my project deadline. The project, assigned on January 10th, is currently due on February 5th. However, due to unforeseen circumstances, I require an additional two weeks to complete it. I assure you that the final submission will meet all quality standards and project requirements. I would sincerely appreciate your consideration of this request."

6. What is the purpose of the CC and BCC fields in an email?

- CC (Carbon Copy): Allows recipients to see who else received the email but does not require their direct involvement.
 - BCC (Blind Carbon Copy): Hides recipients from each other, ensuring privacy while sending the same email to multiple individuals.
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7. Illustrate the difference between expository and persuasive essays with appropriate contexts.

- Expository Essay: Presents factual information and explanations without personal opinions. (Example: An essay explaining how photosynthesis works.)
 - Persuasive Essay: Attempts to convince the reader of a particular viewpoint using arguments and evidence. (Example: An essay arguing why school uniforms should be mandatory.)
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8. Identify three grammar errors in the following sentences.

Given sentences:

"She don't like working late. The manager, whom I met yesterday, are very strict. There is many reasons why this project failed."

Errors and corrections:

1. "She don't like working late." → "She doesn't like working late."
2. "The manager, whom I met yesterday, are very strict." → "The manager, whom I met yesterday, is very strict."

3. *"There is many reasons why this project failed." → "There are many reasons why this project failed."*
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9. Identify whether the following passage is descriptive, argumentative, or narrative, and justify your answer.

Given passage:

"Despite growing concerns about data privacy, many companies continue to collect user information without explicit consent. This unethical practice must be regulated to protect individual rights."

Answer: The passage is argumentative because it presents a stance against unethical data collection and advocates for regulation.

10. Rewrite the following email complaint to make it more diplomatic.

Given email:

"Your delivery service is terrible! I waited for three hours, and my food was cold. Fix this now!"

Rewritten email:

*"Dear Customer Support,
I recently placed an order and, unfortunately, experienced a significant delay of three hours. When the food finally arrived, it was cold. I would appreciate it if you could look into this matter and ensure a better experience in the future. Thank you for your time and assistance.
Best regards, [Your Name]"*

(5 Marks Each)

11. Compare the format of a formal letter with that of an informal letter.

Aspect	Formal Letter	Informal Letter
Tone	Polite, professional	Casual, friendly
Salutation	"Dear [Title] [Last Name]"	"Dear [First Name]" or just "Hi"
Structure	Intro, body, conclusion	More flexible, conversational
Purpose	Official matters (job applications, complaints)	Personal communication (friends, family)
Signature	"Yours sincerely" / "Yours faithfully"	First name or nickname

12. Improve the given paragraph by addressing coherence, redundancy, and formality.

Given paragraph:

"Technology has changed our lives. It helps in education, health, business, and entertainment. For example, students can learn online, and doctors use advanced machines. However, some people argue that technology makes people lazy. But still, it is useful in many ways, and everyone benefits from it."

Revised paragraph:

"Technology has profoundly transformed various aspects of life, particularly in education, healthcare, business, and entertainment. Online learning platforms have revolutionized education, while medical advancements have improved patient care. Despite concerns that technology promotes laziness, its benefits outweigh its drawbacks, enhancing efficiency and accessibility across industries."

13. Rewrite the paragraph with added suspense, emotions, dialogue, flashback, and third-person perspective.

Given paragraph:

"I was walking home when suddenly I heard a loud crash behind me. Turning around, I saw a car had hit a lamppost. People rushed to the scene, and a woman stepped out of the car, shaken but unharmed."

Suspense version:

"A deafening crash shattered the silence. My heart pounded as I turned to see a car crumpled against a lamppost. Smoke curled from the hood, and the driver's trembling hands fumbled with the seatbelt. Every second felt like an eternity."

Third-person version:

"As Ryan walked home, a sudden crash made him whirl around. A car had slammed into a lamppost. Bystanders rushed forward while the driver, a pale-faced woman, hesitated before stepping out, visibly shaken but unharmed."

14. Write a descriptive essay on: The Bittersweet Joy of Revisiting Childhood Memories.

Revisiting childhood memories is like stepping into a time capsule filled with laughter, innocence, and a world untouched by worries. The mere sight of an old school notebook or the aroma of a familiar home-cooked meal can transport us back to those golden days when life was simple yet magical.

I remember walking barefoot on the damp grass of my childhood home, feeling the earth beneath my feet as I ran after fireflies in the warm summer evenings. The echoes of laughter from hide-and-seek games with friends still linger in my mind. Those carefree days were filled with boundless joy, where a simple candy treat felt like winning the lottery and a rainy afternoon meant endless paper boat races.

However, with nostalgia comes a bittersweet pang. The playground that once echoed with our laughter may now be empty, the cherished friendships may have faded, and the innocence of childhood has given way to the realities of adulthood. The very places that once felt enormous and magical now seem smaller, reminding us that time has moved forward.

Yet, despite the changes, childhood memories remain a treasure trove of comfort. They remind us of who we were, grounding us in moments of pure happiness. Whether it is the smell of grandma's cooking or an old song that played on the radio during road trips, these memories hold a special place in our hearts.

Revisiting childhood is a mix of joy and longing—a reminder of a time when happiness was found in the simplest of things. Though we can never go back, the warmth of those memories continues to shine, like a candle flickering in the heart, guiding us through the journey of life.

15. Write a narrative about an act of kindness from a stranger.

It was a rainy evening, and the city streets glistened under the golden glow of streetlights. I stood under a small bus stop shelter, my clothes slightly damp, shivering as the cold wind cut through the air. My phone battery had died, and I had no way of calling for a ride. Just as I resigned myself to a long, uncomfortable wait, a stranger approached me.

"Are you okay?" he asked, his voice warm with concern.

I hesitated before explaining my predicament. To my surprise, he pulled out his phone and offered to call someone for me. When I told him I had no one nearby, he smiled and said, "Then let me help in another way." He reached into his bag and handed me a small umbrella.

"It's a long night ahead," he said, "and I have an extra one."

I was taken aback by his generosity. In a world where people often rush past each other, his simple act of kindness stood out. I thanked him profusely, but he only shrugged and waved as he walked away.

That night, as I walked home under the shelter of his umbrella, I realized that kindness doesn't always come from those we know. Sometimes, it's the smallest gestures from strangers that leave the deepest impact—reminding us that humanity still thrives in unexpected places.

16. Write an argumentative essay on: Is space exploration worth the investment?

Space exploration has long been a subject of debate, with some advocating for its immense benefits while others question the necessity of spending billions on missions beyond Earth.

While concerns about cost and immediate relevance persist, the long-term advantages of space exploration outweigh its drawbacks, making it a worthy investment.

One of the most significant benefits of space exploration is technological advancement. Many everyday technologies, such as GPS, satellite communication, and even medical imaging, have stemmed from space research. NASA's developments have contributed to fields like robotics, materials science, and artificial intelligence, ultimately benefiting industries on Earth.

Moreover, space exploration is essential for the survival of humanity. With climate change and dwindling natural resources, the search for habitable planets and sustainable solutions in space could be crucial for future generations. Colonization of Mars, asteroid mining, and advancements in renewable energy sources from space are no longer just science fiction but realistic prospects.

Critics argue that funds allocated to space programs should instead be directed toward solving pressing issues like poverty, healthcare, and education. While these concerns are valid, space research has indirectly contributed to solving such issues. For instance, satellite data is used to monitor climate patterns, track natural disasters, and improve global communication, ultimately aiding in disaster response and environmental conservation.

Furthermore, space exploration fuels curiosity and inspires innovation. It pushes the boundaries of human knowledge, encouraging young minds to pursue careers in science and engineering. The pursuit of space is not just about reaching distant planets; it is about expanding human potential.

In conclusion, space exploration is not merely an extravagant expense but an investment in technological progress, scientific discovery, and the long-term survival of humanity. The knowledge gained from exploring the cosmos has far-reaching implications, making it a pursuit well worth the resources.

17. Draft an email applying for the role of Software Engineer at a reputed IT company.

Subject: Application for Software Engineer Position

Dear Hiring Manager,

I hope this email finds you well. I am writing to express my interest in the Software Engineer position at [Company Name], as advertised. With a strong foundation in web development, programming, and problem-solving, I am eager to contribute my skills to your esteemed organization.

I hold a Bachelor's degree in Information Technology and have experience in developing responsive web applications, working with front-end and back-end technologies, and collaborating in agile development environments. My expertise includes [mention key programming languages or technologies relevant to the job], and I am adept at creating efficient and scalable solutions.

I am particularly drawn to this opportunity at [Company Name] because of its commitment to innovation and excellence. I am confident that my technical proficiency, analytical mindset, and ability to work in dynamic teams align well with the company's objectives.

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experience align with your team's needs. Please let me know a convenient time for an interview.

Thank you for your time and consideration. I look forward to your response.

Best regards,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]

18. Write an email to a bank regarding unauthorized transactions on your account.

Subject: Urgent: Unauthorized Transactions on My Account

Dear [Bank Name] Customer Support,

I hope this email finds you well. I am writing to report unauthorized transactions on my bank account [Your Account Number]. I recently noticed several charges that I did not authorize, including transactions on [mention date(s) and amount(s)].

I kindly request you to investigate these transactions at the earliest and provide assistance in securing my account. Additionally, please advise on the necessary steps to dispute these charges and prevent further unauthorized access.

I would appreciate a prompt response and guidance on resolving this matter. Please feel free to contact me at [Your Contact Information] should you require any additional details.

Thank you for your immediate attention to this issue.

Best regards,
[Your Name]

19. Write a letter to The Principal, Horizon International School, Chennai, requesting a transfer certificate.

[Your Name]
[Your Address]
[City, State, PIN Code]
[Your Contact Number]
[Date]

To
The Principal

Horizon International School
Chennai, Tamil Nadu

Subject: Request for Transfer Certificate

Respected Sir/Madam,

I am writing to formally request a Transfer Certificate for my ward, [Student's Name], who is currently studying in [Grade/Class] at your esteemed institution. Due to [mention reason, e.g., relocation, change of school], we will no longer be able to continue their education at your school.

I kindly request you to process the Transfer Certificate at the earliest and provide any necessary documents required for admission to the new institution. I would also appreciate any guidance regarding the clearance formalities.

I sincerely thank the school administration and faculty for their support and guidance during our time here.

Looking forward to your prompt assistance in this matter.

Yours sincerely,

[Your Name]

[Your Relationship to Student (if applicable)]

20. Compose an email to The Finance Department, Crystal Finance Pvt. Ltd., Kolkata, asking about tax deductions on salary.

Subject: Inquiry Regarding Tax Deductions on Salary

Dear Finance Department,

I hope you are doing well. I am writing to seek clarification regarding the tax deductions applied to my salary for the current financial year. I have noticed some variations in the deductions, and I would appreciate detailed information on how they are calculated.

Could you please provide a breakdown of the deductions, including income tax, provident fund, and any other applicable charges? Additionally, I would like to understand if there are any provisions for exemptions or adjustments that I should be aware of.

I would be grateful for your prompt response, as this will help me plan my finances accordingly. Please let me know if any additional information is required.

Thank you for your time and assistance.

Best regards,

[Your Name]

[Your Designation]

[Your Contact Information]