

ENGLISH ASSIGNMENT

Name :- Harsh Kasundra

Enrollment No. :- 22010101450

Roll No. :- 341

Branch :- B.tech CSE

Class :- C-2

Date :- 23-12-2022

Q-1]

As a student representative of your college, write an email to the Principal of Professional Engineering College, Prof.Rajiv Tiwari inviting his institute to participate in the Technical event being organized in your college. Sign the email as Arjun.

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To : Rajiv.Tiwari@profengineering.ac.in
From : Arjun.patel@darshan.ac.in
CC : N/A
BCC : N/A
Sub : invitation in Tech Event

Greetings of the day,

Good morning Dear Prof.Rajiv Tiwari This is an Invitation to you and your college for the Tech Event which is going to organized in our college.

Its an technical event organized by the students of the computer science of 5 and 6 semester and there will lots of technical stuff which are really amazing and give inspiration and idea to students to prepare such type of things. It is on 2nd of January 2023, timings will be from 9:00 am to 5:00 pm and other colleges are also present there.

We hope that you and you college students will be present there for the event.
Thank you,

Arjun Patel,
Darshan University

Q-2]

You are Vivan/Vishakha Mishra, Head Boy /Girl of zest college, Ashok Vihar, New Delhi. You have to organise short tours to Agra, Jaipur and Chandigarh. Write a letter to Globe Tours and Travels, 235, Nehru Place, New Delhi, enquiring about their terms for conducted tours by deluxe buses. Also ask about the fare, boarding and lodging charges and arrangements, total time of the trip and mode of payment.

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Zest College,
Ashok Vihar,
New Delhi - xxxxxx

23 December 2022

Globe Tours and Travel,
235, Nehru Place,
New Delhi - xxxxxx

Subject: Enquiring for a short Tour.

Greeting of the day,
Hello sir, Vivan Mishra this side Head Boy of Zest College New Delhi. We are organizing the short tour to Agra, Jaipur and Chandigarh. For which I need some information regarding this tour.

The Tour is suppose to be around the 2nd of January 2023 we are covering the Agra, Jaipur and Chandigarh. We like to know about the some of the things like, The terms of conducting this tour. We like to travel in deluxe buses, there will be around 300 to 350 people who are traveling. Please send me the details about the fares of buses and the boarding and lodging charges and arrangement. How much time it will take for the trip to complete and the modes of payments you are accepting.

We are hopping the reply as soon as possible.
Thank you,

Vivan Mishra

Vivan Mishra,
Head boy, Zest College

Q-3]

You are Mohit/Mamta, the Secretary of Eco Club of your college. Recently you celebrated "Tree Plantation Week". Write a report for your college magazine in 150-200 words.

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Eco Club, Darshan University
Tree Plantation Week, By Harsh Patel

23 Dec 2023

Rajkot

Last week we had dedicated our whole week as a tree plantation week. On that week, students of this club have visited multiple places and planted some trees which are being taken care of by the people who are living there and make them know the importance of plants. How the industrial areas are increasing and the deforestation is happening in many places. The reason for the increase in temperature year by year and how to manage it. It was a wonderful week for our club and we enjoyed it a lot. The professors of our college also helped us in this event and the college helped by providing transportation facilities to reach different places. Spreading awareness about global warming and other issues are needed these days and we are happy that we have the opportunity to do so. Thank you to all the people who have supported us and helped us in this event.

Q-4]

Write a memo to the employees of royal company to remind them about the task assigned to them that needs to complete on time.

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Royal Company PVT.LTD.

To : All the employees of the Royal Company

From : Harsh Patel, Manger,Royal Company

Date : 23 December 2022

Subject: Reminder of task completion

Dear Employees,

This an reminder that the Application which we are developing is suppose to be submitted by 2nd January 2023. I want you all to finish all your task and ready it by the 31st December so that we can test it and give to client on time. I need the report tomorrow about the pending work.

Manager,

Royal Company PVT LTD.

Harsh Patel