

Q.2..

A.

Q.2. 3+2=5

Ans.

Start a video meeting from Meet.

1. Go to Google Meet.

2. click New Meeting.

3. select an option:

· create a meeting for later:

· To share the meeting details for a future meeting, copy the meeting link and share with participants.

· To directly start the meeting with this link, paste the link into the browser; or enter the link into the "Enter a code or link" field > click Join.

· start an instant meeting: Create a new meeting and join the meeting directly.

· schedule in Google calendar: To schedule a meeting, you're directed to Google calendar.

Tip: Google workspace essentials users can't schedule a meeting in google calendar.

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Q. 2.

B.

Ans.

MILAN STATIONARY MART

P-402, VIP ENCLAVE

BHULABHAI DESAI ROAD

MUMBAI - 400579

August 17, 2021

S. R. college,
14, Subhash chandra Road
Mumbai - 400064

Dear Sir:

Sub: Missing of chapters on books.

We had purchased 100 copies of a book for our college library on last week. The purchase order no. of the consignment is P3/6. We thank you for sending the consignment on time. But we regret to inform you that we unpacked the consignment, chapter 3 is missing from 20 of the books.

We had organized our college library in coming week. But because of the damaged consignment, we have to now postpone the library opening. I request you to replace the damaged product books as early as possible.

Hope you to hear from you at the earliest. Thank you for lending your ears.

Yours truly,

Reva Jaisingh,

Student Library Team.

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