

Seat no: 4104404

2nd Semester

Professional communication

17/8/2021

6th Scheme

Programs FE/ETC

Dayan
Uttam

1/3

Q.2

(A) Set of instructions on how to generate a link in Google meet.

→

1. Go to Google Meet.

Q. 2. 4+3=7

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 a browser; or enter the link into the "Enter a code or link" field. then click JOIN.

○ Start an instant meeting:

Create a new meeting and join the meeting directly.

4

17/8/2021

Q.2

(B)

Rajan
Rajeshwar College
Shree nagan, Emerald tower, Shanti road, Mumbai.

21 July 2021

Our ref: XYZ/379/43

Your ref: ME/321

Manager,
Priya Book store
421, Shop no-4,
J. V Road, Mulund
Mumbai-400050.

Subject: Request to replacement of the defective books ordered.

Dear Sir,

We had ordered 100 copies of books for our college library. As we received the delivery it found out that some pages are missing from 20 books and 10 books have not been printed with chapter 3.

We have many students waiting for the distribution of the books from us. But due to problems in some books printing pages and missing pages we are not able to distribute it to them.

We had a faithful and good association with your bookstore in past. So we look forward for the favourable response. Please make necessary arrangement to take book back and replace them by the fresh book.

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Seat no: 410 4406

2nd semester

Professional Communication

Daya
Vatol.

3/3

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'1' scheme

Program: FE/EXTC

Q.2

(B)

Thank you

Yours Faithfully

Ravi Sharma

Library Manager

Rajeshwar College