

Q2. A) Instructions

17/08/2021, Sem. II, ECE, 653, 4100555  
2020PIED068, Communication Skills  
P. Revathi

Q. 2. 3+5=8

- 1) Go to Google meet.
  - 2) Select New meeting
  - 3) Select an option from: Start an Instant meeting.  
Create meeting for later.
  - 4) To share the meeting details for future meetings select copy link of the meeting and share it with participants.
  - 5) For instant meeting create a new meeting and join the meet.
- Note: participants can join the meeting by using the meeting code.
- 6) Schedule meeting using google calendar.

3

Q2B) Claim letter.

M.A College of Engineering.  
St. John Road, 460077.

17 August 2021

Intellect Books Store.  
Sector, 19, RSV Road.  
Andheri  
Mumbai - 400001

(1/2)

Dear Sir

For Kwadua

This is with reference to the order placed on 28 July 2021 for 100 copies of the book - IKICAI. I acknowledge the receipt of the same.

In this regard, kindly note that out of the 100 copies received, we found that chapter 3 is missing from 20 copies. As we have received such book copies & we cannot place them in our library for our students' use.

I request you to look into the matter and kindly arrange for a compensation/ replacement of the 20 copies at the earliest.

Yours faithfully,  
Chandran. C.  
Purchase Manager.

Enclosure - photocopy of bio.

5

(2/2)