

Q.2.A.1) Go to google meet application.

2) Tap Click on new meeting button.

3) Then click on start an instant meeting.

4) The link will be automatically generated.

2

5) Share the meet link and passcode to the required participants.

Alk

Q.2. B. Anubhav Avasthi
Librarian
Onyanpushpa Vidyamandir
Belapur East,
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Date: 17th August 2021

To,
Sales Manager,
Brainstormer Bookmart,
Mumbai

Subject: Replacement of default copies.

Dear Sir/Madam,

We want to inform you about the consignment received from your bookstore have some misprinting in them.

After checking every single of copy of book ordered, we found that 20 of Chapter 3 was missing in 20 of them.

As the colleges are reopening from next week, we request you to replace the copies as soon as possible.
Thank you.

2

Yours faithfully,
Anubhav Avasthi

