

Long E-mail- 120-140 words

Question:1

Write to a business contact to arrange a meeting. Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What is the meeting about? Why is it happening? Ideas: it could be a work dinner instead of a business meeting.
- Who are you writing to? Why do they need to be at the meeting?
- What day, time and place will you suggest? (e.g. your own office)
- Do you need to include a reference to where your office is, or how to find it?
- Do you need to include a reference to how they will get to the meeting? (e.g. pickup)
- Do you want them to take any action before the meeting? Ideas: bring something; prepare something; tell you about possible agenda items.
- Ask for a quick reply..

Question:2

Write to a company whose products/services you use in real life, if possible, asking for better terms. Prepare the situation using the questions below.

- What product/service that you use might be available on better terms if you write to the company? Ideas: the example can be from your job or home life. If you can't think of an example then use any catalogue and price list that you can find and choose a product/service from it.
- What is the name of the company?
- What is the current situation in relation to price, discounts, credit and terms of payment, delivery time, transport costs, customisation, after-sales service, guarantees etc.
- Think of some items from the previous list where you could try to negotiate better terms.
- Think of a good reason why they should give you better terms.

Report Writing:120-140 words

1. Write a Report for your school magazine describing a Cultural Fest held in your school in which various schools of your city took part.
2. Write a Report for the newspaper describing a traffic jam in which you, along with many, were trapped for many hours.