**ASSESMENT – 2**

QUESTION – 1

22/230 Indraprastha Colony,

New Delhi

4th April , 2020

The Editor

Hindustan Times

New Delhi

Subject: Drastic Changes in our Environment and Citizens

Respected Sir,

I am an ardent reader of your newspaper. It keeps me updated throughout the day. I would like to drive the attention of concern authorities on the topic Drastic Changes in our Environment and Citizens.

Today, we are totally dependent on environment so it is our duty to protect and save it. Nowadays, people are least bothered about this and throwing litter openly like they are free to do this. They even don’t know the drastic consequences of it.

Nowadays, death taking disease CORONA is also spreading and the major problem is that it is communicable. So because of this are aware govt. has taken the step of lockdown and people are taking it for granted.

I think the police should take strict action against these people and our govt. should also aware these people on social distancing.

I thought my letter would get a little space in your respected newspaper and the needful can be done.

An Aware Citizen

XYZ

QUESTION – 2

To [RohanNyati@gmail.com](mailto:RohanNyati@gmail.com)

From [AgrawalEnterprises@gmail.com](mailto:AgrawalEnterprises@gmail.com)

Date 04.04.2020 19:22

Subject

Dear Rohan

Thank You we appreciate your interest in our company Agrawal Enterprises for the post of Chief Engineer. It was nice to learn about your skills.

We regret to tell this that you are not selected for the respected job.

Sometimes it is hard to make choices between too many high calibre applicants. You should work on your confidence level. Since we know yours skills now, we will keep your resume for future references.

Thank you again for showing interest in our company.

Niharika Agrawal

Team Leader of Recruitment Panel

Mob : +91 8824914150

E-mail : niharikaagrawal@gmail.com

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Q1)

234, Indraprastha colony

New Delhi

5th April 2020

The Editor

The Times of India

Delhi

Subject: Regarding Increase Negligence of Maintenance of Society and Spreading Awareness of Ongoing Pandemic

Sir,

Through the columns of your widely circulated daily, I would like to draw attention towards the authorities regarding the increased incidents of thefts, people throwing litter here and there without any responsibility. Also, the Coronavirus pandemic, which demands to stay at home, but many people aren't following it.

 The challenge we face today has been both unexpected and devastating, in the form of a virus that is spreading rapidly. This is a very serious problem that we are facing right, all of us are helpless. But the only thing that we can do in this situation is to stay at home.

In our society the people are not taking this situation seriously, so we have to create awareness and increase security and the authorities must take strict action regarding it.

Sincerely

Ishika Kesarwani

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Q2)

To                             [abc@stu.upes.ac.in](mailto:abc@stu.upes.ac.in)

From                        [ishika@stu.upes.ac.in](mailto:ishika@stu.upes.ac.in)

Date                        05.04.20  7:40

Subject                   Result for the post of Chief Engineer

Dear ABC

We are done with the interviews for the post of Chief Engineer, after the screening process we have selected a few candidates for the post.

This mail is regarding the candidates who had not performed well and hence would not be considered for the post.

The list is attached below down, I would request them not to feel disheartened and to keep the hope high and do well next time.

Ishika Kesarwani

Team leader

Recruitment panel

Tel: 9991162626

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