**cid:db31026c-87d4-4fb3-9eaa-a14b19e885e2Department of Humanities**

**Bidholi , UPES**

Name : ROHAN NYATI

Roll no : R177219148

Branch : 5(AI&ML)

**Q.1. Revert to the given Letter: [15 marks]**

John Bravo

ABC Education Inc.

1234 – 123 Street

New York, NY 01218

Date: May 21, 2018

Sarah Geenie

XYZ Company Inc.

6789 – 789 Street

New York, NY 04851

Re: Updated Billing Frequency

Dear Ms. Geenie,

I am writing to inform you of our new pricing model effective February 1, 2019. On the first of February, we will be switching from an annual billing cycle to a quarterly billing cycle and this letter contains important information that may impact your organization.

After conducting extensive research and receiving feedback from our customers, we have determined that most customers strongly prefer a quarterly billing cycle rather than an annual one. In order to best suit your needs, we have decided to offer this benefit, which will take effect on February 1, 2019.

This letter is simply to notify you of the upcoming changes. We need a response from your end to continue with the plan of action. Kindly do the needful. We thank you for your continued business.

Sincerely,

John Bravo

**ANS.1)**

Sarah Geenie

XYZ Company Inc.

6789 – 789 Street

New York, NY 04851

Date: 3 May, 2020

John Bravo

ABC Education Inc.

1234 – 123 Street

New York, NY 01218

Subject: Acceptance of the scheme

Dear Mr. Bravo

I am glad to know about this new scheme. Yes, this is absolutely true that quarterly billing cycle is better option than an annual one because it will save time for everyone. I will surely take care and am eagerly waiting to implement this new scheme from February 1, 2019. This is a great initiative taken by you and it will surely give the best outcomes. I am ready to give my whole support in favor of this scheme and I am sure even the customers will be glad to know about this scheme. Thanks for your trust and faith in me. I will surely support this new action and suggest you to continue with this plan.

Sincerely.

Sarah Gennie

**Q2. Write an invitation mail to at least 5 delegates from different Universities, for a conference that you are organizing. Give brief of the conference and itinerary as an attachment along with mail. [15 marks]**

**ANS.2) E-mail**

To: [Ghorai@gamil.com](mailto:Ghorai@gamil.com) , [Vinoth@gmail.com](mailto:Vinoth@gmail.com), [Nazeer@gmail.com](mailto:Nazeer@gmail.com) , [Bharti@gmail.com](mailto:Bharti@gmail.com) , [Saleena@gmail.com](mailto:Saleena@gmail.com)

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

Date: 3-5-2020 Time: 5:00 pm

Subject: Conference Invitation

Respected Sir,

It is an honor to invite you for the International Conference held in UPES, Dehradun on 20 June, 2020. The Conference is conducted for the biotechnology students to understand the importance of bio-fuel. I request you to enlighten the knowledge of my friends and aware them about the concept of sustainable energy. I have attached the itinerary of the conference with this mail. I will be eagerly waiting for your response and expecting your presence in our college.

Regards

Rohan Nyati

**ATTACHMENT:**

The Conference will be based on the concept of Sustainable Energy. The event will start from 10 am with Induction, followed by presentation of Memento. Then our first lecture will be presented by Dr. Suvankar Ghorai, Associate Professor, VIT. This will be followed by breakfast for half an hour. From 11:30 , we will have our next lecture from Dr. Vinoth Kumar, Professor, NIT Durgapur. Then we will proceed with lunch break for an hour from 12:20-1:30 pm. The Conference will be continued by Dr. Lilly M Saleena, Professor, SRMIST, followed by Dr. R A Nazeer, HOD Biotechnology, IIT Madras. The final speech will be delivered by Dr.Bharti, HOD Biotechnology, IIT Kharagpur.

**Q3. Write a letter to the Chief Minister of Uttarakhand suggesting ways in which civil society can help fight the impending crisis and lockdown. As an engineer, suggest how you can contribute to any of the drives including sanitization, collating travel history or other preventive measures in fighting the pandemic outbreak. [20 marks]**

**ANS.3)**

1472-A R.K. Puram

Uttarakhand, India

3 May, 2020

The Chief Minister

Uttarakhand, India

Subject: Effective ways to fight the pandemic outbreak

Respected Sir

I am Rohan Nyati, citizen of Uttarakhand. I see the present situation of our country facing crisis

and therefore I want to raise my views and contribution in which we can overcome this situation together. I believe it is very important that people sanitize their hands and wash them frequently. So, we should try to highlight the importance of washing hands through social media and provide it free of cost to the poor. Second most important thing is to check travel history of people in order to prevent further spread of pandemic disease-Corona. Government should do screening of all individuals by visiting their homes and collecting proper data to ensure safety of all . Isolation for almost 14 days should be made compulsory for all those who had travel history. Anyone found Corona positive should be asked to Quarantine themselves and to get proper treatment in hospitals. We have highly educated doctors who can surely help our country to overcome this scenario and save the life of all individuals.

As an individual I want to express my contribution towards the poor section of our society by providing them free meal everyday and looking after their basis needs. I would like to distribute small packets containing soap, mask and hand sanitizer to every individual in need and help our country overcome this crisis.

Hoping my ideas and contribution will help our state and country to fight this crisis and overcome the situation.

Yours sincerely

Rohan Nyati

Civil Engineer