

Unit 2 PYQ

- 10marks

- 5-a. You are Kishan / Karishma of 26, Mehdipatnam, Hyderabad. Last week you bought an automatic 'VIP' Washing Machine from Tirupati Stores, Nampalli, Hyderabad. Now you find that the machine is not cleaning clothes properly and making an unbearable noise. Write a letter to the dealer complaining about the same and requesting him to change the washing machine at the earliest. (Word limit: 200 words) (CO2) 10
- 5-b. What features should be included in a job application? Write a Job Application for the post of Junior Engineer including all the essential features. (CO2) 10
- 5-a. As the Sales Manager of M/s Universal Book Suppliers, 26 Ansari Road, Daryaganj, New Delhi, write a letter to the Librarian Scindia School, Gwalior offering information regarding the sale of dictionaries and illustrated children's encyclopedias. (CO2) 10
- 5-b. This summer vacation you are planning to visit Shimla. Write a letter to a travel agency in Shimla requesting them to book you a room in a five-star hotel. Give other details of your journey and the facilities you require there. Sign your name as Leela/Mohan, C/5, Assam. (CO2) 10
- 5-a. You have placed an order for a few books with City Central Book Shop, No. 10, Paharganj, Delhi. You have not received the books so far. Write a letter to the bookshop complaining about the non-compliance of your order. (CO2) 10
- 5-b. Write a job application for the post of Software Engineer, IT Section, Image and Vision, New Delhi. Enclose your Resume. (CO2) 10
- 5-a. As a regular bus commuter from NOIDA to Delhi, you have been witnessing rash driving by the bus drivers daily without exception. Write a letter to the General Manager, Delhi transport Corporation, about this problem. You are Priti /Pranav Gupta from 16, Ashok Vihar, Phase 2, NOIDA (CO2) 10

- 5-b. A new advertising firm needs an office in the central market. Write a letter offering part of your office on rent. You are the Office Manager, Planwel Company, Tarapore Towers, M.G. Road, Bangalore. (CO2) 10

- 6marks

Draft a notice informing the students about the Sports Day to be held in your college. Invent details. (CO2)	6
What is a cover letter? What are its essential features? (CO2)	6
Invite Margaret Sims, Public Relations Director of the company you are researching, to be the guest speaker during your presentation next week. (Introduce yourself as a student interested in the company.) (CO2)	6
You are the Manager of XYZ company. Draft a notice to schedule a Budget Meeting. Write the agenda of the meeting. Also write the minutes of the meeting. (CO2)	6
You are the secretary of Literary Club of your college. Draft a Notice inviting names of the students who want to participate in an interclass debate competition organized by your club members. Invent the necessary details. (CO2)	6
What are some of the key components of Agenda? (CO2)	6
"An agenda is the list of individual items that ensure that the meeting achieves its broad aims." Write an agenda for a sales meeting and write the minutes of the meeting as well. (CO2)	6
As the sales manager of a company, draft a reply which has to be sent in the form of an email to three customers who have complained about your products. (CO2)	6