

21118

SHREE
Name: Shubham, Chemati

Letter Writing

Academic Year: 2020-21

Year / Semester: S.E.-I

Department: Computer Engg.

Subject: Business & Comm. Skills

Title: Letter / Application Writing

Problem Defn: To submit a business application / letter

→ Business Application @

→ Business Letter

Objective: → Individual will be able to demonstrate the skills of letter writing & learn how this may affect the workplace.

→ Student will extend their abilities to write effectively in a well defined structure for a variety of purpose.

→ Understand the various elements of business letter.

References: - developing communication skill: Krishna Mohan,

Mera Banerji, McMillan India Ltd.

- English for business comm.: Simon Sweeney,
Cambridge University Press

- communication skills: Saugy Kumar & Kishor
lata, Oxford University Press.

Steps: - Name of organization / unit (Letter Head)

- Date

- Inside Address

- Salutations

- Body of Letter

- Concluding Remarks

- Complimentary Close

Theory:

There are several types of letter for eg. business letter, personal letters etc.

The general layout of every business letter is as follows:

- Heading (Sender's return address & date)

- Inside address (recipient's address)
- Salutation (greeting)
- Body (Paragraphs)
- Complementary Close
- Signature like (with/without title)
- Enclosure (optional)
- cc notation (copies sent to others)
- Sender/Typist Initials (optional)

Example of Business Letter:

Background Plot: There was an advertisement in The Hindu Newspaper dated on (26-Nov-2020) about a vacancy for Technical Business Analyst position in microAS which is organisation/company based in Bengaluru.

I'm writing a letter to apply for the same job.

Shubham Chennade
Palghar Road,
Bhalawani, A. Nagar- 41/4/03
Tel. 9309506194
Date: 28-Nov-2020

Abhishek Jain,
Personnel Manager,
27th Main Road, Sector 1,
HR Layout Bengaluru

Dear Mr. Jain,

In response to your ad in The Hindu newspaper, I'm writing this letter to apply for the position of Technical Business Analyst. I am very interested in position advertised. My technical knowledge, experience in consultancy & business makes me ideal candidate for the position.

I'm a developer (in multiple languages & platforms) as well as active competitive programmer. I'm good in databases, structured languages, oop's & core JAVA. I am confident about my knowledge & capability so that I can work to the extent this position required.

~~Further~~ I'm

I was Project Manager for two years, which gave me valuable experience in analysis of business rules & processes. Here I was responsible for direct interaction with end users, customers & extracting information about project from them, & translating into detailed requirements.

I am attaching my resume along with this letter. Please contact me if you find me relevant for the position. My email id is shubhamchemate3@gmail.com.

Thank you for reading my letter & consideration.

Sincerely,



Shubham Chemate.

Attachments:

- Resume

Conclusion:

Considering the corporate world business letters are one of the most important medium of connection.

Mastering this ~~will~~ makes many thing easier in terms of business communication.

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