

# Letter of Enquiry

## Homophones & Homonyms

Department of English and Foreign Languages  
SRM Institute of Science and Technology



# Objective

- Students will learn how to write letters expressing clearly the purpose
- Will learn the nuances and niceties of writing letters with etiquette and good vocabulary



# Introduction

- Meant for specific information
- Tone and the content must be easy for the recipient to identify and provide the information that one requires



# Summer Internship Enquiry

- A brief introduction
- The reason for the need for the internship
- When will be available for the work
- Brief account of one's technical knowledge
- Enquiry about the availability of internship opportunity and position
- A request for internship
- Contact details



# Points to be noted

- In formal letters layout and organisation of details are important
- Alignment and spacing are essential
- The subject matter must be clear and concise
- Courteous language and neat presentation must be there
- It should give clear picture of the sender.



Chiraj Gupta

18/238, Raghav Apartments

Gandhi Road

Manipal- 400301

Sender's Address

12 November 2020

Mr. Shanthilal Gupta

Director, Human Resources

L& T Metro Services

Hyderabad – 500049

Receiver's Address



Dear Sir, ( Salutation)

Sub: Enquiry regarding internship opportunities at L &T Metro ( Subject Line)

I am s student of Mechanical Engineering, studying at IIT, Kanpur, I am in the second year of my course. I would like to know about the internship opportunities available in your organisation. ( Paragraph 1. Self Inro and stating of Purpose)

I am interested in studying the mechanism involved in the running of electric trains. In fact, I intend to take up as the focus area of research for my project this year. In this connection, an internship with L&T Metro will give me valuable hands – on experience with reference to my area of study. ( Paragraph 2. further details about the enquiry)

My summer break extends from 10 April to 30 June 2021. Please do let me know if opportunities are available to intern with L&T Metro. I have attached my brief profile with this letter, for your reference. ( Paragraph 3 – Timelines and follow up

Regards

Yours faithfully

Signing off

CHIRAJ GUPTA



# Homonyms

– words that have same spelling and pronunciation but differ in meaning

Examples:		
Match Match	Find something similar (say, Match two colours)	
Tie Tie	a necktie	
	attach	
arm	part of the body	
arm	To equip with weapons	
Plant Plant	a living organism. a place where an industrial or manufacturing process takes place	



# Task 1: write the meanings of the words given homonyms

Word	Meaning 1	Meaning 2
craft	a vehicle	a skill
bow		
major		
scale		
platform		
report		
project		



**HOMOPHONES:** Words that have same sound but differ in spelling and meaning

Examples			
waist	waste	prey	pray
cease	seize	maze	maize
brake	break	sole	soul
vein	vain	rain	reign



# Exercise: Homophones

Example	Word	Homophone
	bough	bow
	lead	
	bean	
	there	
	sins	



Thank You