

**Haldia Institute of Technology**  
Department of Applied Sc. & Humanities  
Assignment -5 (Beyond Syllabus)

Course Code: HU101

1. As a sales manager of a company draft a reply which has to be sent in the form of an email to the customers who have complaint about your product.
2. Write an essay on The Global Threat of Terrorism  
What is an e-mail? What are the advantages of writing an e-mail?
3. What are the steps of composing an e-mail?
4. What are the strategies for essay writing?