

Haldia Institute of Technology
Dept. Of Applied Sc. & Humanities
Assignment 4 (Beyond Syllabus)

Course Code – HU181

A. As the Librarian of your organization write a letter to a book store claiming compensation for 50 books which arrived in a damaged condition or as an alternative demand replacement if it is a manufacturing defect.

B. Write a letter to the Editor of The Times of India complaining about the bad condition of the roads in your locality.

C. .Answer the following questions:

1. What is an interview?
2. Mention the different types of interview.
3. How should one prepare for an interview?
4. Mention five important interview skills.