

ASSIGNMENT- 3

1. Draft a job application letter and CV.
2. Describe the characteristic features of a business letter and also the various purposes for which a business letter is written.
3. Assuming that you are the Principal of ABC College of Arts and Science, Kolkata-15, place an order with Messrs Educational Equipment, No. 5, College Street, Kolkata-09 for 2 Overhead Projectors, 2 portable projection screens, Public Address System (complete with 2 sure mikes, mike stands, cables and amplifiers).
4. 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.
5. Draft a sales letter to be sent to all Universities to promote the sale of a new book on the working of democracy in India that your firm has just published.
6. Write a letter to the Editor of The Times of India complaining about the bad condition of the roads in your locality.