

ASSIGNMENT – 6 (Beyond Syllabus)

1. What is an e-mail? What are the advantages of writing an e-mail?
2. What are the steps of composing an e-mail?
3. As an intern at ABC consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Ramesh, informing about the progress that you are making and some difficulties that you are encountering.
4. What are the strategies for essay writing?
5. Write an essay on the following topics:
Impact of Media upon Society, A Memorable “A-ha” Moment, Role of Engineers in Society, Environmental Pollution