

Guest Teacher's name : Shriya Pandey
Department : English

Day : THURSDAY
Date : 2020/04/30

Subject : AECC
Class : B. A (P), Second Semester. Section 1.
Time- 3:00 p.m.- 4:00 p.m.

<p style="text-align: center;">LETTER WRITING ASSESSMENT TASK</p>

We have already discussed the salient features of letter writing in the E-session as well as previous classes. Please, write the following letters and submit the work to me by 3:00 p.m., 1st May, 2020 at pandey.shriya@gmail.com.

Question 1. You are Anand Kumar Bhonsle, Purchase Manager of Apple Tele systems, 9th Street, Mahim, Mumbai. Write to Ganapati Stationery Mart, Churchgate, Mumbai asking for rates and terms of supply of stationery items such as pencils, papers, ribbons, carbon papers etc.

Question 2. You are Ashwini Meena of C-23, Chitra Park, Jaipur. Write a letter to M/s Full Marks Pvt. Ltd., Daryaganj, New Delhi asking for a catalogue of books, terms and conditions of supply and mode of payment, etc.