

- 1) You have seen an advertisement in this week's magazine that invites suitable candidates to apply for the sales manager position in a company. Write a letter to the manager of the company stating your interest in the post. Mention your educational background and relevant experience for the post and apply for it.
- 2) You received an email from your friend from England about learning Nepali language. However, the email of your friend does not follow email etiquette. Write an email to your friend suggesting the standards of writing email.
- 3) Write a memo to all the staff of your company informing that they are unlikely to get the festival allowance due to decrease in sales.
- 4) Suppose your company is about to launch a new electronic product. Write a press release on behalf of your company for the customers informing them about the benefits of the product along with its price and services provided.
- 5) In order to get a job, you need to approach an organization with a resume. How does a resume affect your employability? What are the components of the resume? Also prepare a resume of yours along with a cover letter for the post of Technical Officer as per the requirements of the vacancy announced by Axis Computers Pvt. Ltd.
- 6) Prepare a brief notice to be put up on official notice boards, informing employees of your organization about a newly introduced, official bus service.
- 7) Prepare a short analytical report that compares the advantages and disadvantages of tablet computers for students to study and send it through email to your program coordinator asking him for help in purchasing the computers for students.
- 8) Prepare an advertisement for a product you have just brought in the market.
- 9) You are the marketing manager of an IT company that has just been established in the town, now create a brochure to promote your company to attract customers.
- 10) Imagine that the you have just started a company and you need more funds for proper running of the company. Now write a grant proposal for an investor who is interested to invest.