

01. Write a letter of application in response to the following advertisement that appeared
in
"The Hindu" on February 6, 2012
(Write xxxx for name and yyyy for address)

WANTED

Assistant Teachers

Qualification : Trained graduates in science

Apply within 10 days to :

The Head Master

K.V.S.R. High School,

Gadag-582101.

02. Write a letter of application in response to the following advertisement that appeared
in
"Deccan Herald" on February 4, 2012
(Write xxxx for name and yyyy for address)

KLE Hospital in Hubballi

Requires

STAFF NURSES

**Qualification : B.Sc/Diploma in General Nursing
Fluency in English and the local language essential**

Send in application within 7 days

Apply to : The Manager

Personal Department

KLE Hospital

Hubballi-580020

03. Write a letter of application in response to the following advertisement that appeared in "Indian Express" on February 2, 2012. (Write XXXX for name and YYYY for address)

WANTED
Accounts Assistant
Qualification : Any Graduates
Apply within 21 days to :
The Regional Manager
Syndicate Bank
Manipal - 01

04. Write a letter of application in response to the following advertisement that appeared in "The Times of India" on February 3, 2012.
(Write xxxx for name and yyyy for address)

WANTED
Sales Assistants
Qualification : PUC Passed
Fluency in English is essential, working knowledge of Computer is a must
Send in application within a week
Apply to : The Director
Sogo Retail Management Pvt., Ltd.,
Jayanagar, Bengaluru.

05. Write a letter of application in response to the following advertisement that appeared in

“Indian Express” on February 1, 2012

(Write XXXX for name and YYYY for address)

<p style="text-align: center;">WANTED</p> <p style="text-align: center;">Labour Officer</p> <p style="text-align: center;">Qualification : BSW</p> <p style="text-align: center;">Age : Below 26 years</p> <p style="text-align: center;">Apply within 7 days to :</p> <p style="text-align: center;">The General Manager</p> <p style="text-align: center;">Krishna Sugars Ltd.,</p> <p style="text-align: center;">Athani-591304</p>
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06. Write a letter to the President, Municipal Corporation of your town, Commenting on the poor condition of the drainage System in your locality. Request him to take immediate remedial Steps.

Your letter may include the following points :

- i) The negligent maintenance of the drains.
- ii) How some of the drains (pipes and manholes) have opened up, overflowing causing traffic hazards.
- iii) The dirty smell, the increasing mosquitoes, pigs and other animals dwelling there, all cause unhealthy environment.
- iv) A suitable suggestion to solve the problem.

07. Write a letter to the Editor of 'The Times of India' drawing the attention of the public towards the irregular supply of drinking water to your area. You could use the following points.

- **Poor Supply of water**
- **Lack of supervision**
- **Damaged water pipes**
- **Long distance walk for drinking water**
- **Suggestions to improve**

08. Write a letter of application in response to the following advertisement that appeared

in

"Deccan Herald" on February 5, 2012

(Write xxxx for name and yyyy for address)

WANTED

Receptionist

Qualification : PUC

Fluency in English & Kannada is Essential

Apply within a week to :

The Manager

Naveen Hotel

P.B. Road, Hubballi-20

09. Write a letter to Editor of 'The Indian Express' focusing on the problems of the children working in Crackers Industries. You could include the following points in your letter.

- **Underage Children working**
- **More work and less wages.**
- **Exposure to health hazards**
- **Lack of safety measures**
- **Deprived of schooling**

10. Write a letter to you editor 'The Hindu' drawing the attention of the authority concerned to the poor Maintenance of park in your locality. You can include the following points.

- **Encroachment of park**
- **No flowering beds, plants, trees**
- **A place for bad elements, no protection for women**
- **Vigilance needed, walking paths.**