

### ETC Assignment 07

Q1. Identify the below given statement as true/false and correct the wrong sentence.

1. Adjustment letter is written to collect the past dues or to remind pay remaining amount.
2. Job application letter is also known as cover letter.
3. When you need a catalogue or price list, you write a credit letter.
4. Order letter is written to place an order for product or service.
5. Sales letter is written to promote sales of a newly launched product.
6. Credit letter is written to lodge a complain and ask for the reimbursement of credit.
7. Inquiry letter is written to inquire about status of something or the proposal.
8. When customer is dissatisfied with product or service, S/He writes a fundraising letter.

Q. 2 identify and write the name of layout.

(Block layout, Semi-block layout, Modified layout, Simplified layout)

1. The body of the letter is in the centre of the page
2. The heading, date, complementary close and signature block shifts to left margin of the page.
3. All components are aligned to right margin of the page.
4. Only this layout includes subject line.
5. Only this layout omits salutation and complimentary close in the letter.

Q.3 Your company has ordered 50 computers. On receiving the consignment, you came to know that three computers are not found as per configuration sent. As manager, write a letter of complaint to the manager, ABB Corporation, Hyderabad. (GTU-winter 2019)

Q.4 Write an inquiry letter asking for a laptop price, configuration, discount, mode of payment to Tech-world Enterprise, Maninagar, Ahmedabad. (GTU- winter 2021)