

ENGLISH ASSIGNMENT (ANSWER KEY)

CLASS-XI

**Answers:**

**1.1 Title: Writing a Business Letter**

**Notes:**

**1. Features of a gd. busns letter**

- 1.1 conveys info efficiently to get results
- 1.2 is concise
- 1.3 is clear
- 1.4 is courteous

**2. How to write a gd. busns. letter**

**2.1 Making letter concise**

- 2.1.1 Intro shd be brief
- 2.1.2 make your pt in precise words and sent's
- 2.1.3 short letr more effective
- 2.1.4 style is imp.—may ocasnly have hum'r

**2.2 Achieving clarity**

- 2.2.1 Have a clear idea of what you wish to say
- 2.2.2 structr the letter—intro & conclsn.
- 2.2.3 use accepted format; para, topic, sent's
- 2.2.4 check facts, expl'ns, refs.

**2.3 Being courteous**

- 2.3.1 Expln. your pt. politely—avoid sarcasm/insults.
- 2.3.2 careful wrtg & typg.
- 2.3.3 gram. & spel'g errors to be avoided

**3. Importance of busns. letr**

- 3.1 a representative
- 3.2 permanent rec. message.

1.1 A good business letter is that lends you positive and quality results. To get such results, a business letter should be effective in appearance, style and content. Apart from this a letter should be concise, clear and courteous. The business letter should be to the point as the message can be clear to the reader with an impression of you. The structure of letter should have topic sentence, introduction, paragraphs to conclusion. Reread the points you have written to avoid sarcasm and insults that can work against your motive. Further more grammar and spelling errors need to be avoided.

**2. POSTER**

Opening Caption, Visual, Relevant message, Closing caption with message, Issuing Authority

**4. Rearrangement**

- 1. The oil industry is reliant on trees.

2. What kind of goods do we acquire from the woods?
3. The Indian farmers were exploited by the English.
4. The poor farmers were forced to pay exorbitant taxes.