

ALL FORMATS

Note making

HEADING or TITLE

- 1. Sub-heading A**
 - a. Point
 - b. Point
 - c. Sub-Sub-heading
 - i. Sub-point
 - ii. Sub-point
 - iii. Sub-point
 - d. Point
- 2. Sub-heading B**
 - a. Point
 - b. Point
 - c. Point
 - d. Sub-sub-heading
 - i. Sub-point
 - ii. Sub-point
- 3. Sub-heading C**
 - a. Point
 - b. Sub-sub-heading
 - i. Sub-point
 - ii. subpoint

Key	Word
1.	
2.	
3.	
4.	
5.	
6.	

1. At least 6 key words
2. Underline the key words in notes with a pencil and number them

Summary –

Write the summary in 50 words using the notes written.

Note Making 5 Marks

- | | |
|----------------------------|---------|
| 1. Title | 1 Mark |
| 2. Numbering and indenting | 1 Mark |
| 3. Key/ Glossary | 1 Mark |
| 4. Notes | 2 Marks |

PRECIS WRITING

1. It should have a title (not more than 3 words)
2. Title should be the crux of the passage
3. Collect all the key points and prepare a first draft of the précis
4. reduce the original text to one-third its length
5. Do not introduce your own ideas.
6. Do not criticise or change the author's ideas
7. Always use the third person, reported speech and past tense while writing a précis. Only universal truths should be written in the present tense.

TITLE

BODY

ARTICLE WRITING

Format of an Article

1. **Heading/Title:**
Eye- catching; illustrating the central theme
2. **By Line:**
Writer's name (to be mentioned under the title towards the right)
3. **Introduction:**
Establish the context. (Draw the readers' attention using anecdotes, startling facts, statistics, rhetorical questions or quotations.)
4. **Body: 2 -3 paragraphs**
detailing the various aspects of the topic i.e. merits, demerits, causes, consequences, effects, advantages, disadvantages.
5. **Conclusion:**

A formal and logical end to the written content; a summary of all that has been included in the article. One may conclude with a final opinion, recommendation or a comment expressing hope, a warning, an appeal or a call for action

Example with format

Advantage and disadvantage

(Introduction)

There is no iota (small) of doubt that(paraphrase)..... This phenomenon is offering multifarious benefits to people/ children/ women etc. However, sometimes a couple of problems emerge due to the same. (THESIS) The following paragraphs would cast/shed light

On merits

On demerits

On both merit and demerit

(Body 1)

To begin with the bright side (**Advantage 1**) because of this /**moreover/furthermore**..... To illustrate ...

(Body 2)

Probing ahead/ Additionally/ In additionadvantage 2..... I would like to cite an **example /to illustrate**.....

OR – If you are talking about disadvantage, we will write

(Body 2)

ON the flip side of coin/ However, there are some nasty consequences.**Firstly**.....**secondly**.....

(Conclusion)

In conclusion, to conclude, I personally believe that merits outnumber the demerits: however, efforts are made to minimise the latter one.

Solution

A lot of places in the world rely on tourism as a main source of income. Unfortunately, tourism can also be a source of problems if it is not managed correctly.

Describe the advantages and disadvantages of tourism in the modern world. Do you think that benefits of tourism outweigh its drawbacks?

Advantages of tourism:

- boost in country's economy due to increased spending
- new job opening for local people
- opportunities to discover new places for individual travellers

Disadvantages of tourism:

- destruction of popular tourist destinations by large numbers of tourists
- development of illegal economic activities
- local people can experience loss of privacy

Introduction

Body paragraph 1 – advantages

Body paragraph 2 – disadvantages

Conclusion

Introduction Write the introduction in 2 sentences:

- Sentence 1 - paraphrase the question (restate the problem):

There is no iota of doubt that, nowadays tourism generates a significant portion of national income for many countries, but it has certain drawbacks too. This phenomenon is offering multifarious benefits to people: however, sometimes a couple of problems emerge due to the same.

- Sentence 2 - tell the examiner what you're going to describe in your essay:

This following paragraph would cast light on the consequences of both merit and demerit of tourism and provide a logical conclusion.

Body paragraph 1 - advantages

Sentence 1 - state 2 main advantages:

The two main advantages of developed tourism industry are boost in country's economy and a large number of new job openings for the local people.

Sentences 2-4 - explain the first advantage + give an example (if possible):

To begin with the brighter side /Firstly, tourists spend money on a wide range of services, including hotels, amusements, transportation, food and medical services. This way, tourism yields an additional income, greatly supporting the countries' economies.

Sentences 5-7 - explain the second advantage + give an example (if possible):

Furthermore/ Secondly, tourism increases the level of employment by bringing new jobs. **For instance**, the influx of tourists results in a larger demand in restaurant workers, tour guides, hotel staff and employees of retail services, exhorting business owners to hire more people for these positions.

Body paragraph 2 - disadvantages

o Sentence 1 - state 2 main disadvantages:

ON the flip side of coin /However, tourism also has some major disadvantages like destruction of popular tourist destinations and development of illegal economic activities.

o Sentences 2-4 - explain the first disadvantage + give an example (if possible):

Ancient buildings, temples and monuments struggle to cope with a vast amount of visitor's traffic and get damaged. Also, the large number of tourists can cause environmental problems. **For instance**, when places of interest are overcrowded, natural resources often become overexploited.

o Sentences 5-7 - explain the second disadvantage + give an example (if possible):

What's more, tourism can create more serious situations where criminal issues are involved. The presence of a considerable number of tourists with a lot of money to spend, and often carrying valuables such as cameras and jewelry, increases the attraction for criminals and brings with it activities like robbery and drug dealing.

o Sentences 8 - make an accent on your opinion (we'll use the opinion that tourism has more advantages):

However, proper hospitality management and correct usage of tourism revenue by the local government can eliminate these disadvantages.

Conclusion

- Sentences 1-2 - briefly restate the advantages and disadvantages

To conclude, , I personally believe that merits outnumber the demerits: however, efforts are made to minimise the latter one.

OR

To conclude, although tourism has certain disadvantages like destructive effects and growth of crime rate, it has an extremely positive impact on country's economy and provides a large number of new jobs for the local people.

- Sentence 2 - give your final opinion

I believe that these benefits of tourism outweigh its drawbacks.

Format2

Problem reasons

(Introduction)

Of late..... (paraphrase).....has been a prevailing concern in significant part of the world. A sea change has been witnessed

The following paragraphs would elucidate possible reasons of the problem and propose a handful of remedial measures.

(Body1)

To commence with the reasons, first and the foremost....., secondly explain.....example

(Body 2)

Undoubtedly, every lock has a key, simultaneously some solution should be implemented: moreover.....

(conclusions)

To recapitulate, I would like to state that government and individuals should both put their foot forward towards in order to curb the problems.

Question

Nowadays many people have access to computers on a wide basis and a large number of children play computer games.

What are the negative impacts of playing computer games and what can be done to minimize the bad effects?

1. *What are the positive impacts of computer games on children?*
2. *What are the negative impacts of computer games on children?*
3. *How can the negative impacts be minimized?*

Introduction

Of late using computers extensively now a days than before has been a prevailing concern in significant part of the world. A sea change has been witnessed on the use of the same.

The following paragraphs would elucidate possible reasons of the problem and purpose a handful of remedial measures.

OR

This essay discusses the disadvantages of playing digital games on computer devices by youngsters and suggests some measures to reduce its negative effects.

Body 1

To commence with the reasons/ With regards to the positive effects, The first cause of playing computer games may be that it will cause serious health-related consequences.

For example , the game is actually a type of entertainment but when children play too much, it will be an addictive factor that makes them always come to it at any time. This leads to a child's vision to go down ; **moreover**, the child can lose eat and sleep with these games. **Fuurthermore**, computer games also have a significant impact on the results and the learning process of kids . **For illustrations**, because the game is like a stimulant, it is inevitable that children neglect to learn. **As a result** , children can feel

bored whenever they see books and want to drop out of school. This leads to a downward learning result and the amount of knowledge in the classroom is zero.

Undoubtedly, every lock has a key, simultaneously some solution should be implemented. Firstly, parents should regularly take children outside to play with their friends and encourage children to play folk games rather than computer games. Secondly, parents should care more about their children, always ask about their children's learning situation, listen and share with them to help them be more happy and comfortable in their learning as well as development physiological mind of children.

In conclusion, To recapitulate, I would like to state that government and individuals should both put their foot forward towards in order to curb the problems.

OR

In conclusion, playing computer games is not bad but it is also harmful to children's health and learning. In addition, parents also need to have appropriate solutions for games that children enjoy such as listening, sharing, chatting with children. Therefore reducing the harm that computer games bring.

REPORT WRITING

Newspaper Reports: These are accounts of current events and happenings.

1. Title/ Headline
2. By (name of author)
3. Place, date (date is not always mentioned)
4. Body of the report.

Magazine Reports: These are written to give account of specific events that have taken place, for example, India International Fashion Week, School Annual Day etc.

1. Title/ Heading
2. By (name of author)
3. Body of report

Formal/ Official Reports: These are complex documents often of important projects and proposals. Example: results of studies and experiments, proposals for launching a new product etc.

1. Heading
2. To:
3. From:
4. Date:
5. Subject:
6. Introduction:
Give details of the task and the reasons for it
7. Main Body:
Information, resources and material used, Description of task, Results
8. Conclusion
Summary - Your evaluation and suggestions.

Example -

Draft Newspaper Report on "Six Lane highway connecting two states inaugurated" to be published in a national newspaper. (May 2019)

Six Lane Highway Connecting Two States Inaugurated

Indian Express

Anpara (UP), Feb 01, 2019. The honourable Chief Minister of the Uttar Pradesh Mr. XY inaugurated the all new six lane highway between the States of Uttar Pradesh and Madhya Pradesh on 01st Feb, 2019. The six lane highway ranging 65 kilometers has been completed by Highway Authority of India at a record period of 24 months. The Highway will connect Anpara (U.P.) with Satna (M.P.).

The chief Minister in his inaugural speech said "the need that was being felt for the several years for a highway that shall connect the bordering areas of the two biggest States of India. I personal thank the local people who have given their land for construction of the highway".

The Highway has been constructed with an approved width of 43.6 Meters with speed limit indicators; caution indicators at every 6 Kilometers of the route. Energy saving LED lights have been put up at both sides of the Lanes so that perfect visibility of the road can be ensured at nights. The Toll Plaza has been set-up at 35 kilometers from Anapara near Shakti Nagar (U.P.)

The Six Lane Highway shall encourage the journey of the local people by road, thus reducing the traffic load on railways. The communication of commercial traffic shall be facilitated which will significantly reduce the time required earlier for the above purpose.

Magazine report

St. Agnes Public School Celebrates Annual Day

By Manoj Upadhaya

St. Agnes School, Green Park, celebrated its annual day on May 2 with great fanfare. Mr. Arvind Kejriwal, the Chief Minister of Delhi, was the chief guest at the function. The programme began with the lighting of the lamp by the chief guest. It was followed by a welcome address and the presentation of the school annual report by the principal, Ms. Swati Mehra.

The first item of the cultural program was presented by the primary wing. It was a musical drama on the necessity of protecting the environment for the future generations. The little children expressed themselves brilliantly bringing out the perils of destroying our planet.

The middle school show cased the culture of India through folk dances. Each dance was preceded by beautiful audio- visual effects, depicting the main cultural features of the region. The colourful dresses of the graceful Garba dancers, the vigour and energy of Bhangra dancers, and lilting music with elegant swaying movements of the Bihu and Hajgiri dancers from the North East, enthralled the audience.

The senior school pupils enacted a play depicting the dangers of internet and social media addiction for adults and children. They brought out the message poignantly. Every child and adult was moved by the acting and story of a young life ruined by social media addiction. The audience gave a loud and long round of applause for all participants.

The grand finale was the speech by Mr. Arvind Kejriwal. He highly praised the performances by the children and appreciated the thought provoking themes chosen by them. The programme concluded with a vote of thanks by Sagar Mehta, the school head boy.

Business report

You are the Finance head of a sports academy. Write a formal report stating details of expenditure made in the last financial year towards purchase of sports equipment

To: The Director, finance

From: Secretary , finance

Date: 9th March, 2022

Subject: Expenditure made towards sports equipment in the last financial year

Acknowledgements: I am deeply grateful to all my team members who helped me in formulating this detailed report. The expenditure and other related details have been recorded with precision.

Contents:

- 2) Need to buy new equipment
- 3) List of items purchased with cost
- 4) List of old items discarded

5) Current budget versus amount spent

6) Conclusion

Summary: With the advancement in sports and technology, we decided to allow our players to benefit from the new equipment bought and hence make a mark for themselves. This would not only bring a good name to our sports organization, but also make our country proud. In the light of this, few sports equipment have been purchased to keep our players abreast with new modern versions and enable them hone their skills.

Can be continued with a few tables mentioned and then the conclusion.

FORMAT OF FORMAL LETTERS

Sender's Address

Date 17 May, 20XX

Designation/Name of Addressee

Address of the Addressee

Salutation

Subject

Content :

- ✓ Introduction
- ✓ Body
- ✓ Conclusion

Note – sales letter will not take subject

Format of circular

Circular No ; xxxxxxxx
Nov, 2001

Date : 12

Title (Max 2 or 3 words)

(Addressee) For all employees/ the staff/CA Foundation batch/the managers

(Body – can be in 2 or 3 paragraphs)

1st Para (It is for the announcement) This is to announce /announce/make you aware to all the employees that the company is organising.....(when).....

2nd Para (Details) Venue /Timing /Dress Code Etc

3rd Para (Any other announcement/ can use bullet points or table)

1. Everyone is expected to participate
2. Winners will be felicitated
3. Lots of gifts to be won
4. Or If rules /A penalty ofwill have to be paid if rules are not followed
5. The management will be looking forward for the participation of all
6. Expecting everyone on time, If not stringent action will be taken.

Name of the person

Post

Designation

Sample 1

Circular No. XX

17 December, 2018

Office working hours

For all employees

This is an official confirmation about the office timings that have to be followed strictly by all the employees. Being an outsourcing organization, we maintain a different pattern of work hours as compared to the normal. It is a sincere request to all employees to follow work timings as per the mentioned guidelines, catering to the US work time

- Working hour 6 pm to 2 am.
- Saturday and Sunday off.
- Meal break from 9:00 am to 9:30 am.

Defaulters will be punished and strict action will be taken against repeated defaulters. In case of emergency or any other exigency, kindly notify the respected Heads in advance.

Simran Thalreja

Manager

Format of Memo

Organisation name

Address

Title (Max 2 or 3 words)

Memo /Inter office memo/Office Memo

Date : 12th November, 2021

To : Mr R.Gupta , Manager HR

From : Mr. LK Sharma, Designation

Reference : AOC /0023

Subject : (3 – 4 words) Awaiting production/dispatch

Body – Generally 1 paragraph or 2)

Sample 1-

(A memo letter informing the **Office Manager** about the **purchase of office furniture.**)

ABC Technopolis Ltd.
65, Nehru Nagar, New Delhi

Interoffice Memo

Date : 25 July, 2016
To : Office Manager
From : Mr. Ashok Reddy, Purchase Officer
Reference : 216/BM

Subject : Purchase of Office furniture

As desired, the order for the supply of office furniture (chairs and tables, sofa sets) has been placed with Shivshakti Furniture Mart, Kirbi place, New Delhi. The chairs and tables will be supplied in multiple lots. The order will be completed in ten days.

Format of E mail writing

From:

To :

Cc:

Bcc:

Subject:

Salutation:

Main Body:

Closing:

Attachments:

Signature line:

Format of Resume

NAME

FATHER'S NAME

PERMANENT ADDRESS

CONTACT

DATE OF BIRTH

NATIONALITY

MARITAL STATUS

ACADEMIC QUALIFICATION

S. No.	Qualification	Subject / Stream	Institute	Board / University	Year of Passing	Percentage/ Division

WORK EXPERIENCE (If any)

S. No	Organisation	Position held	From	To

HOBBIES

LANGUAGES KNOWN

REFERENCES

Format of Functional Resume

Name of the candidate

Address of the candidate

Phone no

Email

CAREER OBJECTIVE

Technical skills

PERSONAL SKILLS

PROFESSIONAL QUALIFICATION

ACADEMIC QUALIFICATION

ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES

PERSONAL DETAILS

REFERENCES

DECLARATION

DATE

PLACE

NAME

Format of Chronological Resume

Name of the candidate

Address of the candidate

Phone no

Email

CAREER OBJECTIVE

SUMMARY

EXPERIENCE

KEY WORK AREAS

PROFESSIONAL QUALIFICATION

ACADEMIC QUALIFICATION

SKILLS

PERSONAL DETAILS

REFERENCES

DECLARATION

DATE

PLACE

NAME

Format of Combination Resume

Name

Address

Phone

Email

CAREER OBJECTIVE

SUMMARY OF QUALIFICATIONS

EDUCATION

OVERVIEW OF SKILLS AND EXPERIENCE ACQUIRED THROUGH TRAINING

EMPLOYMENT EXPERIENCE

COMPUTER SKILLS

REFERENCES

DECLARATION

EXAMPLE of resume

You are Mitali / Mitanshu Joshi, a resident of Green Park, New Delhi. You have recently come across an advertisement from NDTV in 'The Hindustan Times' for the post of a senior journalist.

NAME : Mitali Joshi
FATHER'S NAME : Dr. R.P Joshi
PERMANENT ADDRESS : 20 Bailey Road
South Extension
Delhi
CONTACT : 989XXXXXXX
DATE OF BIRTH : 22 XX ,XXX
NATIONALITY : Indian
MARITAL STATUS : Single

ACADEMIC QUALIFICATION

ACADEMIC QUALIFICATION

S. No.	Qualification	Subject / Stream	Institute	Board / University	Year of Passing	Percentage/ Division
	Higher Secondary	Humanities	Loreto Convent Bangalore	CBSE	2007	85%
	B.A. (Hons.)	English	St. Mary's College	Delhi University	2010	I Division
	M.A.	English	St. Stephen's	Delhi University	2012	I Division

			College			
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WORK EXPERIENCE (If any)

S. No	Organisation	Position held	From	To
	Tehelka	Senior Intern	July 2012	January 2016

HOBBIES : Interacting with people and reading novels

LANGUAGES KNOWN : English, French and Hindi

REFERENCES : i) Ms. Indu Malhotra,
C.M.O., Bangalore.
Ph 9898765476

ii) Ms. Shalini Malik,
Editor, Tehelka
Ph- 999996789

Q2 You have recently qualified CA Intermediate and willing to join practical training(*Application for article ship training)

Draft a Functional resume highlighting your

Education

Technology skills

Achievement

Rahul Verma
UV Block ,Pitampura
New Delhi 110000
Ph 91 – 88996655
Rahulverma06@gmail.com

CAREER OBJECTIVE

Seeking to be a part of an organization where I can leverage my knowledge, skills and put an effective use to my analytical understanding and professional competence in the areas of

auditing, taxation and accounting, so as to align self development with organizational development.

TECHICAL SKILLS

- Comprehensive understanding of MS office
- Knowledge of Accounting standards, Taxation, Cooperate Law.
- Working knowledge of accounting soft wares – Tally ERP .9
- Completed information of Technology training and Orientation Training course of ICAI.

PERSONAL SKILLS

- Excellent written and verbal communication
- Organized and focused approach.
- Time management skills
- Ability to work both in a team and individually.

PROFESSIONAL QUALIFICATION

YEAR	COURSE	NAME OF INSTITUTION	MARKS	RANK
Nov '20	CA Intermediate	ICAI	620/800	AIR 26
Nov '19	CA Foundation	ICAI	350/400	AIR 30

ACADEMIC QUALIFICATION

YEAR	COURSE	NAME OF INSTITUTION	PERFORMANCE
MAY '20	B.COM (Hons) Sem II	SRCC College , New Delhi	SGPA 8.90
DEC '19	B.COM (Hons) Sem I	SRCC College , New Delhi	SGPA 8.75
2019	Higher secondary	DAV Public School ,Pitampura	97.5%
2017	Secondary (ICSE)	DAV Public School ,Pitampura	95.6%

ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITES

- Secured AIR 30 in CA Foundation Nov'19
- Secured AIR 26 in CA Intermediate Nov'20
- Secretary of commerce society in SRCC college.
- School topper in debate.
- Volunteer in various NGO

PLACE – New Delhi

NAME – Rahul Verma

PERSONAL DETAILS

DATE OF BIRTH 24TH JULY

Marital status Single

Languages Known Hindi/English

REFERENCES

Available on request

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

DATE – 12/09/2021

Q2 - You are Raghav Shetty . You would like to apply for a post of Senior laboratory technician . Draft a combination resume

RAGHAV SHETTY

1207, Minto Road

Pune, Karnataka.

Tel: 954XXXXXXX /

email: rgshetty@ymail.com

CAREER OBJECTIVE

Seeking to work for a progressive organisation at the post of a **Laboratory Technician, Junior Technologist or Quality Control Assistant** within the Food Processing, Pharmaceutical or Chemical Manufacturing industry which will provide opportunities to utilize my skills & abilities.

SUMMARY OF QUALIFICATIONS

In-depth understanding of the manufacturing process of Foods and Pharmaceuticals including Research, Product Testing, In-Process Control, Production Planning, Process Operations, Statistical Quality Control, Experimental Techniques, Product Development and Technical Documentation.

Have a hands-on training and laboratory experience along with the competency to conduct detailed experiments and testing, interpret their results and prepare written reports for them.

I am an enthusiastic, industrious and creative individual and possess strong analytical, investigative, decision making, and communication skills.

EDUCATION

JINDAL COLLEGE OF APPLIED ARTS

Pune, Maharashtra.

B. Tech in Food and Drug Technology (3 year Undergraduate Programme)

- Major Areas of Study:
- Practices of Food Manufacturing
- Processing Operations
- Statistical Quality Control
- Pharmacology
- Analytical Chemistry
- Food Science & Nutrition

OVERVIEW OF SKILLS AND EXPERIENCE ACQUIRED THROUGH TRAINING

- Carried out detailed analysis of foods utilising modern instrumentation.
- Identified possible risk factors such as toxins, contaminations and foreign bodies using practical applications of microbiology in testing pharmaceuticals and foods.

- Carried out tests on numerous products in a laboratory for quality and product substitution.
- Studied in depth about the rules and regulations that control the market.
- Employed techniques of analysis involving electrochemical, spectroscopy, gas chromatography, and high-pressure liquid chromatography (HPLC).

EMPLOYMENT EXPERIENCE JB CHEMICALS

Pune, Maharashtra 2005 – 2017

Sales Manager (full – time)

- Ensured that excellent service was provided to customers after identifying their needs and providing appropriate product information.
- Tracked, recorded and verified the shipping of products from warehouses across the country.
- Was awarded “Most Promising Employee” and “Pinnacle Award” for reliability and commitment to delivering great customer service.

-

COMPUTER SKILLS

- Proficient in the use of advanced testing instruments including XYZ Testing Suite.
- Expert in the use of Microsoft Word, Excel and PowerPoint.
- Possess the ability to quickly and independently learn new computer applications.

REFERENCES

Available upon request

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:

(RAGHAV SHETTY)

Key Work Areas

PROFESSIONAL QUALIFICATION

YEAR	COURSE	NAME OF INSTITUTION	MARKS	RANK
May 2006	CA Final	ICAI	620/800	AIR 26
Nov 2003	CA Intermediate	ICAI	630/800	AIR 42
Dec 2002	CA Foundation	ICAI	320/400	

ACADEMIC QUALIFICATION

YEAR	COURSE	NAME OF INSTITUTION	PERFORMANCE
2005	B.COM (Hons) Sem II	SRCC College , New Delhi	1st division
2002	Higher secondary	DAV Public School ,Pitampura	97.5%
2000	Secondary (ICSE)	DAV Public School ,Pitampura	95.6%

SKILLS

- Well versed with advanced features of MS Office.
- Certified in Forensic Audits and Fraud detection.
- Working knowledge of accounting softwares like SAR/ ORACLE

PERSONAL DETAILS

DATE OF BIRTH 14th May 198

Marital status Single

Languages Known Hindi/English

REFERENCES

Available on request

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

DATE – 12/09/2021

PLACE - New Delhi

Name – Aaryan Rana

Format of a Cover Letter

Sender's Address

Date

Designation / Name of Addressee

Address of Addressee

Salutation

Subject

Content

1. Introduction:

- The lead sentence should state the position you are pursuing.
- Also mention how you learnt about the opportunity or the company.

2. Body:

- Highlight the most relevant skills and experience from your résumé.
- This section of your cover letter should contain a detailed description of what you can offer to the company.
- Therefore, you must make strong associations between your capabilities and the requirements mentioned in the job description.
- Highlight and explain clearly how and why your skills and experience make you a suitable candidate for the job.
- shorter paragraphs rather than one large block of text.
Explain why you are interested in the job, and convey your awareness of what the company does to show that you have done careful research already.

3. Conclusion:

- Conclude your application letter on an optimistic note, seeking a positive response.

- Include information on how you will follow-up, when can an interview or face-to-face interaction be fixed.

Complimentary Close

Signature

(Name in Capital letters)

Example

B-343, Second Floor

Indira Nagar

Lucknow, U.P.

kavita.verma@abcmail.com

July 20, 20XX

H.R. Manager

Air Atlantic

237, Safdarjang Enclave

Delhi

Dear Ms. Gurung

SUBJECT: Application for the post of Flight Attendant

This is with reference to your advertisement in 'The Times of India' dated July 15, 20XX for the post of flight attendant in Air Atlantic. I wish to apply for the same. I am confident that my dynamic customer service and teamwork skills will make me a strong member of your crew.

My extensive experience in the customer service industry has taught me the value of providing positive, individualized service to all customers. As an award-winning sales representative, I worked one-on-one with clients to make sure all their queries were satisfactorily answered.

As a restaurant host, I ensured each guest's comfort and well-being. As a host, I had to be in constant communication with the wait staff, the kitchen, and the management. My positivity and clear communication skills helped strengthen our team's efficiency and sense of community.

I would bring the same positive energy, prompt service and hospitality to my job as a flight attendant at Air Atlantic. My experience and strength as a team player will also make me a strong crew member.

I look forward to a positive response from your end and the opportunity to present myself in person for an interview/discussion.

Sincerely

Kavita

(Kavita Verma)

AGENDA FORMAT

Format in tabular form

Date:

Venue :

TIME	TOPIC	ATTENDEES	SPEAKER	DURATION
9 am	Introduction/welcome speech	Names	Name	15 min
9:15	1. Discussion	Names	Name	30 min
9:45	2. Discussion	Names	Name	30 min
10:15	Tea break			1 hour
11:15	3. Discussion	Names	Name	30 min
12:45	4. Discussion	Names	Name	30 min
01:15	5. Or more	Names	Name	30 min
01:45	Vote of thanks	Names	Name	15 min

Agenda not in tabular form.

Company name

Telephone no

AGENDA

Date

The agenda for the.....meeting to be held in the
.....(venue).....(place).....on ...(date).....at ..(time)....is as under.

(Mention the points below for the meeting to be assigned to a specific designated member)

1. To read and confirm the minutes of the previous meeting held on.....(date)....
2. To
3. To
4. To
5. To
6. To consider any other important matter that may arise in the course of the meeting.

(You can use verbs like – to discuss, to appoint , to consider , to manage to audit, to elaborate etc)

Undersigned

Secretary

Format – MINUTES OF THE MEETING

Date -

venue

Meeting start at

In attendance

Content

As per topic

1

2

End

- All participants consented to the plan.
- Chairman declares the open house for the participants. and finally gave a vote of thanks. **OR**
- Chairman proposed vote of thanks and decided the date for the next meeting
- ATR to be submitted by(date)

Format – ATR

As per meeting held on 00/00/000 at_____. The following actions have been reported.

1....

2...

3...

4...

Name

Designation

Date of ATR

Sample

Discussing upcoming strategies for the launch of a new product.

In tabular form.

Date : July 15, 2018

Venue : Head office

TIME	TOPC	ATTENDEES	SPEAKER	DURATION
09:00 AM	Introduction	All staff	Chair person	15 min
09:15 AM	Discussing upcoming strategies for the launch of a new product.	All staff	Marketing head	1 hour
10:15 AM	Discussion on the project report	All staff	Product manager	1 hour
11:15 AM	Tea break			30 min
11:45 AM	Discussion on marketing trends	All staff	Marketing head	1 hour
12:45 PM	Discussion on Details of costing	All staff	Finance head Marketing head	1 hour 30 min
02:15 PM	Open house	All staff	All staff	30 min

02:45 PM	Thank you note	All staff	Chair person	15 min
03:00 PM	Lunch			

Agenda not in tabular form:

ABC LTD

Delhi - 110075

Contact No – (011- 4654666)

AGENDA

July 15, 2018

The agenda for the new product launch to be held at the head office on Sep 18, 2018 at 4:30 PM is as under:

1. To read and confirm the minutes of the previous meeting held on Jan 14, 2018.
2. To discuss the upcoming strategies for the launch of the new product.
3. To submit and discuss the project report.
4. To discuss upcoming marketing strategies.
5. To discuss the capital expenditure and details of the costing.
6. To consider any other important matter that may arise in the course of the meeting.

Company secretary

Suman Singh

ABC LTD

MINUTES OF INTRODUCTION OF A NEW PRODUCT

Date :21 July 2018

Venue: Cooperate office

Time: 5 PM

In attendance: Mr Rahul Sharma - The chairperson

Mr Sam - The product head

Mis Sunana -The Marketing head

Mr. Vivek Sinha-The sales head

Decision taken

- Mr Rahul Sharma, The chairperson gave an introduction speech explaining The agenda of the meeting.
- Mr Sam, The product head, introduced the product, its features and also the cost structure.
- Miss Sunana Singh, The marketing head, highlighted the marketing plan and the execution process. It was agreed to use print, digital and outdoor media as means of marketing. Quotation to be obtained from three vendors.
- Mr Vivek Sinha,The sales head, discussed the sales plan . Distributors and dealers to be appointed.
- The chairperson proposed a vote of thanks.
- The action taken report to be submitted by 5th October,2018

(.....)

Company secretary

Action Taken Report

5th Dec, 2016

As per the meeting held on 5th Dec, 2016 at the Head Office of SV Technologies, following actions have been reported:

- The client had complied to deliver the goods by 4th Dec. Work done
- The client has asked for more time for installation of 600KV turbine.
- The order has been retained and client's proposal has been agreed to.

Undersigned Director,

Sales & Marketing Director,

Business

