

**BAL BHARATI PUBLIC SCHOOL, PITAMPURA [2020-2021]**

**ENGLISH CORE CLASS 11**

**LETTER OF ENQUIRY 2.0**

Using the guidelines from lesson 1 of **letter writing**, please do the following two letters in your register.

**Q1.** You are the librarian of ABC Public School. You need books in English and Hindi for Classes VI to XII. Write a letter of enquiry to the Manager of Srikant Publications, Daryaganj, N. Delhi regarding the same.

**VALUE POINTS**

For 2nd paragraph

What you need

Kind of books

Hindi and English

Discount offered to schools

Mode of payment

Time needed for delivery

**Q2.** You are the Activity Incharge of Ananda Public School. You plan to organise an adventure trip for students of Class 11. Write a letter of enquiry to the Manager of Vishal Tours, Block A, Connaught Place, Delhi asking for relevant details.

**VALUE POINTS**

For 2nd paragraph

What kind of trip

Where

Best time

Number of students in a batch

Cost

Means of transport

How many teachers

Discount, mode of payment

-----X-----X-----.

Ans:

Value Points

Eligibility criteria

Type of computer course

Dates

Fees

Duration

Any other relevant point

BBPSPP