

COMMERCIAL COMMUNICATION-II ASSIGNMENT

Q.1 Discuss the difference between oral communication and written communication.

Q.2 Discuss the regular parts of the business letter.

Q.3 Draft a letter of inquiry on behalf of Winter Collections, Ahmedabad about the Thermal Wear manufactured by Jockey.

Q.4 On behalf of Instrumental Music Academy, Ahmedabad. draft an E-mail to the supplier of musical instruments complaining about the shortage in the quantity of goods received.