

**For**

**8**

**Marks Only**

**Topic No: 1**

**Job Application letter**

## Simple steps

- a) Write the Sender address
- b) Write the date
- c) Write the receiver address
- d) Greetings
- e) Main body and closing

Sender Address

Date (10<sup>th</sup> October, 2024)

Receiver Address

Subject: For the post of .....(Given in question)

Greetings (Dear/ Madam),

(I show your advertainment in Himalayan Times published on 2024 march. As a new fresh candidate, I would like to apply for the given post of...(subject). With references to the advertisement published (Himalayan Times) on March 9, 2023. I want to apply for the post of ...(subject matter) in your (office name).

Main body ...

I submitted all my documents along with this application and if you give me a chance to serve in your (office name) I can work very hard and honestly in your ( office name).

I am looking forward to a positive response from your side.

Your Faithfully

Sender Name

( If you want to add the Bio Data you se C.V)

**Samples:**

Q) Write a job application for the post of an IT officer. state your age qualification experiences and trainings. Write to the Moyer metropolis city of Kathmandu.

Bake, Nepal

Date: 21th March, 2024

To The Mayor  
Metropolitan City Kathmandu  
Kathmandu Nepal

Subject: For the post of IT officer

Dear sir/madam

With references to the advertisement published (Himalayan Times) on March 9, 2023. I want to apply for the post of IT officer in the Metropolitan city of Kathmandu.

I am 25 years old young energetic personality and well qualified for the given post as a Nepali citizen holder. With a strong background in Information Technology, a solid educational foundation, and extensive hands-on experience, I am confident in my ability to contribute effectively to your team. I have completed my bachelor's level from ABC University with a 3.65 GPA. Over the years, I have gained valuable experience working in various IT-related roles. I have worked in system administration, network management, IT support, and security enhancement, ensuring smooth operations and reliable system performance.

I submitted all my documents along with this application and if you give chance to serve in your metropolitan city Kathmandu, I can work very hard and honestly in your office.

I am looking forward to a positive response from your side.

Your Faithfully  
Nagendra Dhimal

Include Bio Data As well.

## Bio Data

Name:

Contact no:

Date of birth:

Email:

Age:

Materials Status:

Education: **Educational Qualifications**

- Bachelor's Degree in Information Technology
- Higher Secondary Education (10+2)
- Secondary School Education (SLC/SEE)

Certifications and Training

Professional Experience

Skills

Language

### Practice Questions:

- a) Write the job application for the post of primary-level English teacher. State your age, qualifications, experience, and all the necessary information. (2080)
- b) Write a job application for the post of an **office assistant** in a company. Mention your age, educational background, and experience.
- c) Draft a job application for the role of a **computer teacher** at a secondary school. State your qualifications, experience, and training.
- d) Imagine you are applying for a position of **accountant** in a reputed firm. Write a formal job application letter with all the necessary details.

## Topic No: 2 Letter to Editor

Sender Address

Date (10<sup>th</sup> October, 2024)

Receiver Address

Subject: Bad condition of road .....(Given in question)

Greetings (Dear/ Madam),

Through the column of your esteemed newspaper I would like to draw the attention of concerned authority towards .. (Subject matter) ( I am expressing the concern matter of our locality about (the problem of subject).

Body of letter..

It will be good if you publish this in your newspaper and the concerned authorities will see the gravity of this matter and some measure will be adopted to .. subject matter.

Sincerely

Name of sender.

### Practice Question

- a) Write a letter to the editor of a national daily expressing your concerns regarding the increasing environmental pollution in your city.
- b) Draft a letter to the editor discussing the need for improving public transportation facilities in your area and provide suggestions for the same.
- c) Compose a letter to the editor highlighting the importance of promoting clean and green energy in Nepal. Suggest some measures for a sustainable future.
- d) Write a letter to the editor addressing the issue of increasing street crimes in your neighborhood. Suggest ways to ensure public safety.

## Personal letter: Letter to the Friends

Dear [Friend's Name],

I hope this letter finds you in good health and spirits. It has been a while since we last talked, and I wanted to catch up and see how you are doing. ( I got your letter yesterday I am very happy to hear you are fine as well as your family. Hope you are doing well. Today I am going to share my precious moments with you about. ( Given in question)

Lately, I have been [talk about something new in your life, like a new hobby, event, or experience]. How are things going on your end? I would love to hear about what you've been up to.

I've been thinking about the time we [share a memory or experience], and it made me realize how much I miss hanging out with you. We should plan to meet up soon if we can. Let me know if you have any free time coming up.

Take care, and give my regards to your family. Looking forward to hearing from you soon! ( Now I am going to close the pen for today, Let's plan to meet up at the earliest opportunity. I'm excited and waiting for your response.

With Regards,

Nagendra Dhimal (XYZ)

### Practice questions

a) write a letter to your friends describing your school days.

a) Write a letter to your father lending of money for your exam fees. Your father is living in USA. ( clu; Namrata, Janata Secondary sechool from Ghori Dang)

## Topic No: 4

# Business letter

### Types of Business Letters

- a) Inquiry Letter (Request to product details price and etc)
- b) Order Letter (Order of any product to the suppliers)
- c) Complaint Letter (customer sent when dissatisfied about product)
- d) Sales Letter (sale of any product to the customers)

### format

**Sender Address**

**Date**

**Receiver Address**

**Subject:** May be(Complaint, Inquiry, sales etc)

**Dear Sir/Madam**

I hope this letter finds you well. I am writing this letter to (request, complaint, order, inquiry and so on.)

Body of letter (Explain the details related to your purpose. If you're making a request, state what you need.)

**Closing Part**

Thank you for your attention to this matter. I look forward to a prompt resolution and continued business with your company.

**Sincerely ( Write Your Full Name)**

**Examples a) Inquiry Letter**

XYZ Company  
Nayabaneshowr Kathmandu, Nepal

Sales Manager  
ABC Kathmandu  
Nayaranhitti Marg, Kathmandu

Subject: Inquiry Regarding Product Details and Pricing

Dear Sir/ Madam

I hope this letter finds you well. I am writing to inquire about the range of electronic products offered by your company. We are particularly interested in laptops, tablets, and office printers for our growing office needs.

Could you please provide detailed information on the following items:

1. Laptop models available (specifications and pricing)
2. Tablet options (specifications and pricing)
3. Office printers (models, features, and pricing)

Thank you for your attention to this request. I look forward to receiving the product details and pricing information soon.

**Sincerely**  
XYZ

## Order Letter

XYZ Company  
Nayabaneshowr Kathmandu

Date: March 21th, 2024

Sales Department  
ABC Company  
Kathmandu Nepal

Subject: Order for Office Supplies

Dear Sir/ Madam,

I hope this message finds you well. We would like to place an order for the following office supplies for our company, XYZ Company

1. 50 boxes of A4 printer paper

2. 10 packs of blue ballpoint pens
3. 5 wireless office printers (Model XYZ-100)
4. 20 notepads (100 pages each)

Please confirm the total cost, including any applicable shipping charges, and provide an estimated delivery date. The items should be delivered to our office at XYZ company.

Your Sincerely  
(Write Your Name)

## Complaint Letter

XYZ Company  
Nayabaneshowr Kathmandu, Nepal

Sales Manager  
ABC Kathmandu  
Nayaranhitti Marg, Kathmandu

Subject : Complaint Regarding Defective Mobile Phone

Dear Sir/ Madam

I am writing to express my dissatisfaction with a mobile phone (Order #45678) I purchased from your store on October 1, 2024. Unfortunately, after using it for a few days, the phone started overheating and frequently shutting down unexpectedly.

As I rely on my phone for daily business tasks, this issue has caused considerable inconvenience. I have attached a copy of my receipt and photos of the issue for your reference.

I kindly request that you replace the defective phone with a new one or issue a full refund. Please let me know how you intend to resolve this matter.

Thank you for your attention to this issue. I look forward to your prompt response. We would like to continue our business relationship ahead.

**Sincerely**  
XYZ

## Practice questions

- a) **Write a letter of inquiry** to a company requesting information about their products, including specifications and prices. You are interested in ordering electronics for your office.

- b) **Draft an order letter** to a publishing house to order textbooks for your school. Include the titles, authors, and the number of copies required, and ask for an estimated delivery date.
- c) Write a complaint letter to an internet service provider regarding poor service and frequent interruptions. Request an immediate resolution to the problem.

**Topic No:5**

# Email Writing

## Format:

From: xyz@gmail.com

To: [abc@gmail.com](mailto:abc@gmail.com)

Subject:

Dear (employees/ customers)

I hope this email finds you well. I am writing this email on behalf of our company about ... (Topic or subject matter)

Body of Email

Thank you for your time, and I look forward to your reply.

Best Regards,

ABC

XYZ company

[abc@gmail.com](mailto:abc@gmail.com)

## Example

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** xyz@gmail.com

**Subject:** Request for Office Furniture Prices

**Dear Ms. Johnson,**

I hope you are doing well. I am writing to ask for information about the office desks and chairs you sell. We are

planning to upgrade our office furniture and would appreciate it if you could send us your latest catalog and prices.

Could you also let us know if any discounts are available for bulk purchases?

Thank you for your time, and I look forward to your reply.

**Best Regards**

**ABC**