



DEPARTMENT OF ENGLISH 2023-2024

WORKSHEET NO :

Name:

Date :

WORKSHEET - INQUIRY LETTER

1.You are Rajani of A-101, Saraswati Vihar, New Delhi. You want information about German Language Courses at the German Embassy, Chankya Puri, New Delhi. Write a letter to the Director inquiring about the same.

OR

2.You are awaiting your class X results. Meanwhile, you would like to do a short-term course in personality development. Write a letter to the Director, Personal Care, Pune, inquiring about the details about the course. You are Akash/Akansha of 250, Shivaji Road, Pune.

OR

3.You are Anamika, a student of class XII and resident of 33 D, Ring Road, ITO, New Delhi, and wants to be a choreographer. Write a letter to the director, the National Institute of Choreography, Noida, seeking information about their course, admission procedure, eligibility criteria and other necessary details.