

F.Y.B.COM , SEM-2

COMMERCIAL COMMUNICATION-109

ASSIGNMENT

GUJARATI & ENGLISH MEDIUM

1. On behalf of Aesthetic Plastics Co., draft a suitable reply in response to an inquiry from a prospective trader in plastic goods, Rajkot.
2. Send an e-mail to Shah & Sun's Rajkot complaining that the consignment of Oil tins has been received in damaged condition, Draft a complaint via e-mail about the damaged goods.