

Shri H. K. Commerce College  
Semester -6  
Sub: Commercial Communication  
CC-309

Assignment

1. Write a letter on behalf of Wee Children Toys , Naya Marg, New Delhi-410023 to Tokyu Toys Manufacturer ,Nelson Zone ,Japan inquiring about children's toys.
2. As a Secretary of Wash Well Company Limited, Mumbai;you have to look into the reason for the decline in sales of the products and suggest some measures to arrest it. -Draft the report.