

Tutorial
Semester II
SEC-2
Business Writing
Multidisciplinary Course (MDC)
Department of English
Sovarani Memorial College

1. Write an e-mail to your friend describing your recent visit to a hill station. — 10 marks.
2. You have seen an advertisement for the post of English teacher in a reputed private school. Prepare a CV to apply for the position. — 15 marks.

OR

3. Write an e-mail to your friend describing your recent visit to a historical place. — 10 marks
4. You have seen an advertisement for the post of a receptionist in a reputed company. Prepare a CV to apply for the position. — 15 marks

Date of submission : 12. 09. 2026

Time: 11.30 am

Room: 18

Coordinator: M.D.