

Class XII

English core

Minto Circle

Letter Writing – Business Letters/Official letter/Job

Application

The most common form of written communication is the letter. Letter writing is an indispensable activity of human society. We write letters to friends and relatives to maintain contacts with them. However, in the present times with the boom in methods of communication, many of us don't have the time or the inclination, or the temperament and the art to write letters. So telephone, fax and e-mail have replaced personal (informal) letters.

However, formal letters are still in vogue. Commerce, trade, official correspondence, public representation, complaints and other dealings, transactions and communication with the people are still conducted through letters. Students are therefore advised to cultivate the art and skill of letter writing. It must be remembered that different kinds of letters follow different conventions. So, the format should suit the type.

I, BUSINESS LETTERS

- Making enquiries/asking for information
- Replying to enquiries/giving information
- Placing orders and sending replies
- Cancelling orders

Letters making complaints

II. OFFICIAL LETTERS

- Registering complaints
- Making enquiries
- Making requests/appeals

III. LETTERS TO THE EDITOR

- Giving suggestions on an issue (usually of public interest)
- Expressing views on an issue already raised in an article/write-up/in a published letter.

IV. LETTERS OF APPLICATION

- **Job Application Format** is the first step in the job application process.

Format of the Letter:

Sender's address	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Kamala Nagar Bungalow Road Delhi </div>		
Address of the addressee	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>		
Date	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>		
Salutation	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Sir/Madam, </div>		
Subject	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>		
Content	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Introduction </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Body </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Conclusion </div>
Signatory	→	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Yours faithfully, ABC </div>		

The format of a **letter to the editor of a Newspaper** is as follows –

1. **Sender's address:** The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.
2. **Date:** The date is written below the sender's address after Leaving one space or line.
3. **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. **Salutation** (Sir / Respected sir / Madam)

6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give a detail of the matter.

Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper / magazine).

7. Complimentary Closing

8. Sender's name, signature and designation(if any)

1. Sender's address: Include email and phone number, if required.

2. Date : Below address. Leave one space or line.

3. Receiving Editor's address

4. Subject of the letter

5. Salutation (Sir / Respected sir / Madam)

6. Body

Paragraph 1: Introduce yourself and the purpose of writing the letter

Paragraph 2: Detail of the topic

Paragraph 3: Conclude / end

7. Complimentary Closing

8. Sender's name, signature and designation

Job Application, Biodata

Job Application Topic

What is a Job Application?

Employment application means the letter written for getting a job. It is the primary means of introducing the job seeker to the employer. Through the job application, job seeker offers his or her labour and service for a return. Therefore, the application for employment acts as a personal advertisement. Job application contains appeal for the job along with the job seeker's personal data like name, address, qualification, and experience.

Biodata Topic

What do you mean by BioData?

Bio data refers to a person's life, experience and achievements. It should be representative of all your personal and professional details in a specified format. It is generally divided into four parts:

- Personal Details
- Qualifications
- Experience
- References

Class 12 English Writing skills - Job application and Biodata

In the **class 12 CBSE English examination**, choices will be given to attempt any one question out of the given two Long Answer Questions to be answered in 120-150 words. The questions will be based on Letter writing (Based on verbal / visual input). (6 Marks)

Letter types include -

- Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies)
- Letters to the editor (giving suggestions or opinion on issues of public interest)
- Application for a job

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Job application and Bio-data is crucial not only from the point of view of the examination, but it is important in the long run also. While attempting the writing skills questions, it is pivotal that the student follows the correct format. And for that, we present before you the proper format to enable you to write the ideal job application letter along with the bio-data.

Job Application Format

A **job Application** consists of two parts- the covering letter (appeal) and the bio-data/CV.

- Cover letter

The format for the covering letter is similar to the format of a Formal letter. It goes on like-

SENDER'S ADDRESS- The sender's address is usually put on the top left-hand corner.

DATE- The sender's address is followed by the date just below it. This is the date on which the letter is being written. It is to be written in expanded form.

RECEIVER'S ADDRESS- Whether to write "To" above the address depends on the writer's preference. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.

SUBJECT- Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance. It is important to underline the subject.

SALUTATIONS- This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are “Sir” or “Madam”.

BODY- This is the main content of the letter. It is either divided into three paragraphs or two paragraphs if the letter is briefer. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language.

- **PARAGRAPH 1-** Begin the body of the letter by mentioning the source (from where you got to know about the job) of information about the job (e.g., newspaper) along with the day, date and advertisement number. Also mention the post you wish to apply for.
- **PARAGRAPH 2-** Here, you are supposed to offer your candidature by briefing about your qualifications, achievements, previous experiences and your strengths. In other words, this paragraph should be an answer to the question: ‘How are you the perfect candidate for the job?’.

Keep in mind that it should be to the point and clear. You should not sound boastful.

- **PARAGRAPH 3-** In this part of the body, you are supposed to make a reference to the photograph (passport-sized), Bio-data or curriculum vitae and other detailed documents that you have enclosed. You can also appeal for a one-on-one interview.

End the body on a promising note, e.g., Looking forward to your positive response.

COMPLIMENTARY CLOSE- At the end of your letter, we write a complimentary closing. The words “Yours Faithfully” or “Yours Sincerely” are used.

SIGNATURE- Here finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter.

(NOTE- Mention the name given in the question paper. Do not mention your personal details.)

- Bio-data

After signing, you are supposed to mention the heading “ENCLOSURES” which will include the name of the documents and testimonials attached along with the cover letter. They may include the following-

- Photograph (Passport-sized)
- Bio-data or CV
- Copies of certificates
- Any other

For example :

You are Pervez /Payal of 16, TT Nagar, Bhopal. You would like to apply for the post of Marketing Manager in a reputed firm in Mumbai. Write a letter to the Public Relations Officer, Chantac Enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your biodata.

Answer:

16, TT Nagar

Bhopal

April 26, 20XX

Public Relations Officer

Chantac Enterprises

Mumbai

Sir

Sub: Application for the post of Marketing Manager

In response to your advertisement published in The Hindustan Times dated April 23, 20XX, I wish to offer my services as one of the candidates.

I fulfil the conditions laid down in your advertisement. I have completed my MBA in Marketing Management from Poona University with 90% marks. I have also got one year working experience in XYZ Enterprises, Mumbai. Enclosed herewith the biodata, photographs, certificates and testimonials for your reference.

Hoping for a favourable response.

Yours

Pervez

BIO – DATA

Name	: Prem Kumar
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Father's Name	: Mr. K Kumar
Date of Birth	: 30.10.1990
Address	: 16, T.T. Nagar, Bhopal
Marital Status	: Unmarried
Educational Qualifications	: MBA in Marketing Management, Symbiosis Institute, Pune
Working Experience	: Manager at XYZ Enterprises, Mumbai, 20 January, 2013 to 30 January, 2014)
Skills	: Excellent communication skills, Diploma in computer with Java, C++.

References	1. A.K Puri Director, T.K. Pvt. Ltd., Mumbai 2. R. Kumar
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Note : For further clarification contact me.

Yasmin Rizvi

English Teacher