



INDIAN SCHOOL AL WADI AL KABIR  
DEPARTMENT OF ENGLISH

Class: X

**QUESTION BANK - Letter of Placing Order (2022-23)**

**Question 1.**

You are Neetu / Neeraja Shekhar, Principal, Vasant Public School, Pune. Your school has just started a music department. Write a letter to the Manager of Melody House, Pune, wholesale suppliers of musical instruments, placing an order for musical instruments for the school. Ask for a discount on the catalogue prices.

**Question 2.**

You are Nalini/Vishal, Hostel Warden, Zennith Public School, Kosikalan, Uttar Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for a few fans, microwaves, ovens and geysers that you wish to purchase for the hostel. Also ask for discount permissible on the purchase.

**Question 3.**

Write a letter to Lightways Sports, Amarapalli, Thane, placing an order for sports articles (Minimum 5) to be supplied to your school, ABC Matriculation School, Civil lines, Pune. Sign as Ravi/Raveena, Sports Secretary.

**Question 4.**

You are Kavita Puri, computer incharge of DPS. Your school wishes to buy 20 computers and computer accessories from Apple Inc., 126, Ambience's Palace, New Delhi. Draft a letter placing order giving all the specifications of the product and its quality.

**Question 5.**

Write a letter to the Municipal Officer of New Town, North East District, about the dilapidated condition of public monuments requesting him to take urgent steps for the preservation of this valuable heritage. You are Avantika/Amar, 10, Civil Lines, New Town.

**Question 6.**

As head of the music department of your school, write a letter to Symphony Music House, New Delhi, placing an order for some music instruments. You are Saumya/Shivam Mishra of MBD School, Najafgarh, New Delhi.

**Question 7.**

You are the librarian of Amla Public School. You had placed an order for textbooks with Dhanpati and Sons. Since the books did not arrive on time, you have decided to cancel the order. Write a letter to the Manager, Dhanpati and Sons, Chennai, cancelling the order.

**Question 8.**

You are the sports secretary of XYZ Public School, New Delhi. As the sports day of your school is scheduled next month, you are required to place an order for various sports items to ABC Pvt Ltd New Delhi.

**Question 9.**

Write a letter to the Sales Manager, Priyam Books, Ashok Vihar, Delhi, placing order for five titles of books that you need for educational purpose.

**Question 10.**

As office manager, Spring Meadow's School, Nasik, place an order for stationery including A – 4 size paper, Desk-Jet ink cartridge, refills (red and blue), chart paper, and boxes of chalk. Write a letter to Khanna Brothers, Stationers, Nasik, giving the details in not more than 150 words regarding the mode of dispatch and the mode of payment.

**Question 11.**

You are Sunil Mohan of Home Store, Crown Mall, Faridabad. You had placed an order with M/s Jain Woollen Mills, Amritsar for the supply of 400 blankets. As the firm has delayed the execution of the order, you no longer wish to stock the blankets. Write a letter canceling the order.

**Question 12.**

Write a letter to M/s Laxmi Stationary Mart, Chawri Bazar, New Delhi asking them to send their rates and terms of supply of stationary items. You are R.K Mittal. Office Superintendent, Bundelkhand Public School, Jhansi.