



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2023-24)

QUESTION BANK – LETTER OF ENQUIRY

Class: X

Sub: ENGLISH

Introduction

An enquiry/inquiry letter is a formal letter that is written to enquire and get detailed information about something that a person wants. It could be related to a product that you are willing to buy as well as a service that you wish to avail. The letter is mainly composed to procure details about, from an institution or an organization. It is basically written for collecting information.

Sample Letter

Q1. You are Rajani of A-101, Saraswati Vihar, New Delhi. You want information about German Language Courses at the German Embassy, Chanakya Puri, New Delhi. Write a letter to the Director inquiring about the same.

A-101, Saraswati Vihar
RT Nagar
New Delhi

12 August 2023

The Director
German Embassy
Chanakya Puri

Subject: Inquiry regarding German courses

Dear Sir/Madam

I want to make certain enquiries about the German language courses offered by your esteemed institution. I have just completed class X and want to pursue my career in German language.

I have always had a flair for language and have wanted to be multilingual. Hence the desire to learn the German language. I would like to know the duration of the course, the fee structure and the transport facilities available.

I will be grateful if you could send me the brochure along with the enrolment form enabling me to register myself for the course at the earliest. Please also find enclosed with the letter a draft of 200/- for the brochure as mentioned in the notice. Awaiting your early response.

Thanking you.

Yours sincerely

Rajani
RAJANI

PRACTICE QUESTIONS:

1. You intend to join coaching classes at the International Coaching Centre situated in Raipur. The institute specialises in teaching science to class XI- XII. Write a letter of enquiry in 100-120 words addressed to the Administrator in-charge of the institution seeking classification about the timings, duration, transport, and other necessary details for joining the institute. You are Rajesh/Rajni –Apartment No. 2, Library Road, Jabalpur.
2. You are Ankit / Ankita resident of 111, Jai Hind colony, Mumbai, a student of class 11 and want to take up a Summer course in Computer graphic design. Write a letter of inquiry to the Director of NIIT Computech in your city, seeking details on the course content, eligibility, fees, timings and future scope of the course.
3. You are Tanuj / Tanuja, r/o 20, Sea view appt., Mumbai and your son Diwij has just completed B.Com. You want to admit him in a course to prepare for CAT Exam. Write a letter of inquiry to the director of ASSM Institute, Mumbai, to get the details about the course, fee, timings, duration, conveyance and types of batches provided.
4. M/s Kanchan Cookware, Delhi Gate, Ajmer, have advertised a scheme to exchange old pots and pans with non-stick wares. Write a letter to the manager of the firm enquiring about the terms and conditions of the scheme. Sign yourself as Mrs. Sneh Gupta of Park Lane, Kota.
5. Write a letter to the Manager of Ross Hosiery House- Chaura Bazar, Ludhiana, requesting him to send you detailed information about the woollen items available with them. Get the details about the different varieties, time of delivery, mode of payment and discount provided for large orders. You may sign yourself Sita/Sunil of 126 Ganga Basti, Haridwar.
6. Write a letter to M/s Vikrant Electronics, Circular Road, Bengaluru asking for the price list of pre-recorded music cassettes of some of the latest Hindi films. You may sign yourself as David of 110, Moti Bagh, Lucknow. Get the details about the mode of placing order, time of delivery, mode of payment and discount provided for large orders etc.
7. You are Nidhi/Nikhil, a resident of 24/52, Civil Lines, Sonapat. You are very much inspired to watch reality shows on ‘Dance’ at various channels on T.V. and wish to join dance classes to

learn 'Salsa'. Write a letter to Mr. Shamak Dawar, Director, S.D. Group, Model Town, Delhi, enquiring about the dance classes, timings, fees, duration, conditions for admission, etc.

8. You are P. Lal, Secretary, Science Association of your college. You have read an advertisement in a newspaper by Indian Airlines Corporation offering a reduction in fares for students travelling in a group. Write a letter to this corporation to inquire about the following:

1. Reduction allowed.
2. Whether reduction is applicable to one way or both sides.
3. Whether additional transport facilities offered.
4. The time of take-off and landing.

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