APPENDIX - FIVE
Inquiry for prices, catalogue and terms of trade:

ELECTROVISION

656, Main Road,
Nanpura,
Surat.
6th July 1996.

General Electronic Appliances,
Opp. Hutatma Chawk,
D. N. Road.
Mumbai - 400 001.

Dear Sirs,

We read with interest your advertisement in The Indian Express and we are impressed by the descriptions of your products.

We are leading electronic goods traders and we have got good command over the local market. Our yearly turnover is of large size. We sell televisions, VCRs, VCPs and Calculators of many well known manufacturing concerns of India. Your advertisement has roused our interest in your products.

We request you to submit your reasonable quotations and generous terms of trade. We shall feel highly obliged if you send your catalogue and price index at the earliest. If your products are in consonance with the description in your advertisement, we assure you that they will surely gain ground in our area because our clients are interested in goods of good quality. Please let us known what time you will taken in executing our order after its receipt. We shall welcome your salesman if he visits our premises for more information and explanation.

If your prices competitive, we assure you that you will get regular orders at regular intervals in big sizes from us.

We look forward to receiving your early reply.

Yours faithfully,

Electrovision
A. B. Patel
Manager
Exercise : One

Answer the following Comprehension Questions on the basis of the letter.

(1) How did Electro vision get to know about G.E. Appliances ?

(2) What is G.E. Appliances' command over ?

(3) What is Electro Vision good at ?

(4) What is Electro Vision's main request ?

(5) What is Mr. A. B. Patel's assurance to G. E. Appliances ?

(6) Which words in the letter correspond to the following :
   a. increased:____________________________________
   b. conditions of business :___________________________
   c. surely:______________________________________
Exercise : Two

Read the instructions given below in the box and prepare a suitable Bio-data in the format given below.

Mr. Dantawala is an executive engineer in Asian Traders. He has been serving there since last 19 years. He is the person responsible for the emergence of world famous MST-2001 tractor engine. Once he mentioned that he has a strong liking for hard work and sincerity. He always appreciates innovative ideas but is strongly against the hackneyed ideas. On the other hand Mr. Patrick is the M. D. of Asian Tractors. He is on this post since last seven years. He is not a capable man for the post of an M.D. but had inherited this post after the death of his father. Mr. Patrick doesn't like Mr. Dantawala because Mr. Dantawala is superior to him in every respect. Mr. Patrick always tries to pull the legs of his subordinates and especially his executive engineers.

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<thead>
<tr>
<th>Mr. Dantawala is</th>
<th>Mr. Patrick is</th>
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<td>in</td>
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<td>__________________</td>
<td>__________________</td>
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<tr>
<td>He is responsible for</td>
<td>Since ________________</td>
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<tr>
<td>He likes : (i)</td>
<td>He hates Mr. Dantawala because :</td>
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<td>__________________</td>
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<td>He doesn't like :</td>
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