**ENQUIRY LETTERS**

**1. You are interested in taking online classes/tuition from www.studyonline.com, a reputed provider of online classes in New York. Having found the site’s information inadequate, write letter enquiring various details regarding the functioning of the classes that you intend to avail from. You are Min Ein, Yu Shang, Beijing.**

|  |
| --- |
| **Houseno-121/32,BlissGardensYu Shang, Beijing****12 March 2011****ManagerStudyOnline6/7,YellowStreetNew York- 333333****Sir/MadamSubject: Inquiry about online classes****I am pursuing a regular course in Business Management from York University, Beijing but due to personal reasons I missed a large portion of the course. I have been cheered to hear that your education establishment is providing online classes for this course and that there are thousands of satisfied students who are availing your service around the globe.****First of all, I would like to know the exact way how classes are provided. As I am a part time worker, I would like to attend the classes only after four in the evening. If that is fine, next I would like to know what kind of a computer I should have. At present I have a COMPAQ laptop with camera and headphones, all working. Apart from this, I have all the notes and other materials for the entire course.****Kindly tell me the course fee and the modes of payment acceptable to you. Can I avail any provisions for crash courses? Do you also have faculty who can take my classes after Midnight, Beijing time? I am looking forward to an early reply.****Yourstruly Min Ein** |

 ***HOMEWORK***

***You are Mallika, student of class XII, Towvale Girls’ School, Shimla, is all eager to enter the National Film Academy, Shimla, after her board results. Write a letter to the director of the film academy seeking information regarding admission procedure, eligibility criteria, fee structure, placement opportunities, etc.***