



Business Communication

- Q.1 Skyrocket High Tech Limited (SHTL) is one of the leading companies in the country. SHTL has been providing subsidised food facility to its staff consisting of approximately 1,000 employees. SHTL provides a subsidy equivalent to 50% of the cost of food.

Due to the persistent economic downturn, revenues and profits of SHTL have declined markedly during the preceding four years. On recommendations of the budget committee, the management of SHTL has decided to withdraw the food subsidy with immediate effect.

Required:

As head of Human Resources Department, write a memo informing the staff of withdrawal of the food subsidy. (10)

- Q.2 Megalite Hotel (MH) has received an inquiry from Quick Cure Limited (QCL), a multinational company which intends to conduct a workshop for its senior sales executives from March 16, 2015 to March 19, 2015.

QCL requires a conference room for the workshop and 10 executive suites for its senior sales personnel.

Required:

As manager customer relations of MH, write a letter responding to the inquiry. Your letter should advise QCL about the facilities offered by your hotel along with the cost estimate. While writing this letter, you should be cognizant of the fact that establishing a long-term business relationship with QCL would be a key priority for MH.

Imagine that your name is **Zaryab**. (10)

(THE END)