**Tatlı Ali\_İşgüzar yazışmalar**

1. Discuss contracts you have drawn up in the classroom.
2. Write contract notes, terms of agreement between (C.P.C.O) & C.I.I regarding buying of service.
3. Discuss the problems in drawing up international contracts
4. Write a letter to a company you will be buying IT service & equipment asking them to list terms before drawing up a contract.
5. Graphs give a clear picture of trading performance and other information. Draw the graphs for the following situations. a-fluctuated b-remained constant c-rose sharply d-reached a peak e-fell gradually
6. Define the following: a-cost b-profit c-turnover d- output e-overheads
7. Discuss pie charts& bar charts and draw them.
8. Write a job advertisement for your present position (including duties, advantages, personal qualities and professional skills.
9. Discuss video resume/cv.
10. Write your CV (use another name) considering that you have ten years of work experience.
11. Write a job advertisement for (Regional Leasing and Permits Account Manager) position your company is seeking .List the qualifications needed and mention the position.
12. Discuss general three format of business letters.
13. Discuss block format and write a sample business letter using block format
14. Discuss semi- block format and write a sample business letter using semi- block format
15. Discuss modified- block format and write a sample business letter using modified -block format
16. Each country has its own style of business correspondence. What comparisons can you make? Discuss
17. 17. Find the odd man out. a- fare trip excursion b-cut-price buy up cheaper c-job loss dividend redundancy d-enterprise genius initiative e- poster advertisement highlight
18. Write an order letter to Green OAK Company for twenty dozens of red rose. Detail your letter.
19. Write a reply letter to White ROSE Company about their order of twenty dozens of red rose. Detail your letter.
20. Write a letter to University of Bristol applying for master’s degree asking for conditions and requirements.
21. Discuss business letters in general.
22. Discuss general layout of a business letter.
23. Discuss the eight stages in the letter-writing process.
24. Write a CV of a person you know well.
25. Discuss the importance of electronic communication in business.
26. Discuss the general layout of a business letter.
27. Describe the reasons why we write business letters.
28. Discuss the types of business letters.
29. Each country has its own style of business letters. What comparisons can you make?
30. Discuss salutation and closing remarks in business letters.
31. Discuss : Ms. , Gentleman, Mister, The date (in British letters.),Yours faithfully,
32. Do you think computers help to display data effectively? Why?
33. What is communication? Discuss
34. Why do we need communication? Discuss
35. Discuss internal communication in big companies.
36. Write a letter : Call for an AGM
37. Give examples of miscommunication from history.
38. Give some examples of the type of business letters you send or receive in English?
39. Describe the company you have created in the class. Service or production? The workforce etc.
40. Describe the logos of the company you have created in the class.
41. Describe the logos and main departments of the company you have created in the class.
42. Discuss the functions of Legal, R&D, Production of big companies
43. Write a letter of call for a meeting.
44. Discuss the Agenda in a meeting.
45. Write a letter to headquarters a company telling about a change of program of your director’s visit.  Your company (Clean Holdings) – The other company (Hardy Co.)
46. Write a letter to headquarters of a  travel company telling about a change in your itinerary  Your company ( Clean Holdings ) – The other company ( Hardy  Travel Agency )
47. Describe Enc, ref., c.c , p.p, bcc
48. Discuss complimentary close in Business formal letter.
49. Discuss methods of voting at a meeting.
50. Define : AGM , board meeting , postal
51. Discuss condolence letters and write a sample condolence letter to a co-worker who has recently lost a relative.
52. Discuss letters of complaint and write a letter of complaint to a company where you have bought a refrigerator recently detail the problem and ask the conditions of return.
53. Discuss the letters of inheritance and detail the steps in inheritance letter writing.
54. Discuss cc, bcc, enclosure, post script, complimentary close, in business e-mail
55. Discuss commercial contracts and draw up a contract between the company you have created in the class and another one detail the articles.
56. Discuss the ethics in business letters.
57. Write an order letter in block format ordering medical utensils from a medical company in USA. (Your company MEDIAZ and the company you order is GLOBAL MEDICAL EQUIPMENT). The overall quota is 120.000.00 AZN.-Make a list of utensils such as lab. Spare parts of some equipment and etc.
58. Discuss the differences between the block format, and semi block format and draw the formats.
59. Discuss bar chart, pie chart, reached a peak, fluctuated, remain constant, rise gradually, decrease sharply and draw pictures of them.
60. Write an information letter to a company giving the details about the company you have created in the class.
61. Discuss commercials, mention the commercials we have created in the class, Mention the slogans and logos you have created for your company.
62. Write a reply letter in semi-block format answering the order from Azerbaijan. (Your company is GLOBAL MEDICAL EQUIPMENT and the ordering company is MEDIAZ). The overall quota is 120.000.00 AZN.-Discuss the prices for a list of utensils such as lab. Spare parts of some equipment and etc.
63. Discuss letters of apology. Write a letter of apology to your boss.
64. Discuss business communication.
65. Discuss Video Resume and give information about the Video Resume samples we have created in the class.
66. Discuss proposal letters and write a sample proposal letter in block format.
67. Discuss what should be mentioned in the last paragraph of a business letter. Give examples,
68. What should be done before sending a business letter? Discuss the steps to be followed when you decide to write a business letter.
69. Discuss successful interviews. Detail do’s and don’ts of interviews.
70. Discuss the salutation, address, complimentary close in business letters.
71. Discuss e-commercial and give information about the e-commercials we have created in the class.
72. Discuss a successful business letter.
73. Discuss business meetings and write the minutes of a meeting you have attended of the company you have created in the class.
74. Discuss sponsorships and write a sponsorship contract between two companies for a sport event. (-National Golf Tournament to be held at Royal Golf , gold sponsor is Sport 72 Sportswear)
75. Discuss bank forms and the use of those forms in business.