**İbrahim İsmayılov**

İşgüzar yazışmalar

**1083**

1. **Define memo and show an example.**
2. **Write the order for the parts of the letter in the Block format and show an example.**
3. **What does an envelope look like? Give specifications.**
4. **What is letterhead? Demonstrate an example.**
5. **Which forms of business letter are most commonly used? Show an example.**
6. **What are three basic principles of good writing and why they are necessary?**
7. **Explain and name what three points a writer should keep in mind when writing a business letter.**
8. **Persuade which four areas people must consider for producing an effective business letter.**
9. **Clarify what prewriting is, demonstrate its types and convince its purpose.**
10. **Define what we mean by style of writing a business letter. Compare which one used to be and its modern version.**
11. **Illustrate the basic organisation for the body of the business letter and its parts.**
12. **Why do you think people need to learn about writing skills?**
13. **Justify that writing is communication and it is a complex activity.**
14. **Why do you think delivery matters and what it involves?**
15. **How do you think skillful responses can improve communication? Give examples.**
16. **Which habits would you suggest avoiding that hurt communication?**
17. **What is implied by saying use a winning communication style?**
18. **How do you respond when someone is angry?**
19. **What is peer evaluation? Explain its benefits.**
20. **Why cultural differences are important to consider in communication?**
21. **What are the differences between oral and written communications?**
22. **What are some tips to write more effectively?**
23. **What are some tips that can help improve communication in the workplace?**
24. **What are some tips to talk more effectively?**
25. **Explain in which way using technology wisely can improve writing?**
26. **Write a letter to notify the recipient that the bill is overdue.**
27. **Write a letter to remind that the bill is overdue and the payment still has not been received.**
28. **Write a letter to inquire why the bill is not being paid. Give advice as an action plan in addition to writing the letter.**
29. **Write a letter on behalf of the salesperson in order to set up appointment and to announce the schedule. Give an additional recommendation.**
30. **Write a letter which introduces the salesperson to the prospective lead.**
31. **Write a sales letter to introduce the contact and generate interest.**
32. **Write a letter to introduce a new salesperson to an established client. Give some tips to follow.**
33. **What kind of letter is called delinquent reply and demonstrate such a letter.**
34. **Write a letter to confirm the phone order.**
35. **Write a letter as a reminder that a sales is about to end.**
36. **Write a letter to inform clients of upcoming sales incentive promotional programs or special sales packages that are available.**
37. **Write a sales letter that also serves as a document or a cover letter for the enclosed brochures.**
38. **Write a letter to announce a price increase and soften the blow to the customer.**
39. **Write a letter recognizing a suggestion to fulfill one of an associate's greatest needs.**
40. **Write a letter to express appreciation for something that has been done.**
41. **Write a letter that acknowledges a speech the recipient gave and comments on it.**
42. **Write two letters as a formal invitation and informal one to the event.**
43. **Write a letter which congratulates an internal client on an accomplishment.**
44. **Write a letter to thank a staff member for acknowledging accomplishments. Be specific why the bonus and the recognition were earned.**
45. **Write a memo that clarifies a company's policy and positions for the employees.**
46. **Write a letter to offer encouragement to the employees of a firm announcing new fringe benefits.**
47. **Write a letter which requests that a company contribute to a charity.**
48. **Write a letter to introduce the non-profit organization to the reader appealing for volunteers and funds.**
49. **Write a follow up letter to thank a contributor and to suggest future contributions.**
50. **Write a sample cover letter to request grant to improve access for physically challenged people.**
51. **Explain what a paragraph is, how long it can be and give an example.**
52. **Define what an essay is and indicate its difference with a paragraph.**
53. **Explain what a thesis statement is, and give an example.**
54. **Define what an outline is, indicate why it is necessary, and give an example.**
55. **Illustrate what main parts of an essay is, and briefly state its purposes.**
56. **Define what coherence means and state ways to achieve it.**
57. **Clarify what unity means in writing, and support it with an example.**
58. **Distinguish what facts and opinions are, whether they are accepted as support in academic writing . Give an example to show how to support your opinion.**
59. **Explain what citing sources mean and display how to do it.**
60. **Define what quotations are, and what kind of them you are aware. Demonstrate the process of citing a source.**
61. **Clarify what plagiarism is, its consequences and ways to avoid it. Indicate an example.**
62. **Explain what a chronological order is. What are keys to organize a process essay? Give a short example.**
63. **Discuss what a cause and effect essay is and how to organise it.**
64. **Explain which paragraph is called a transition paragraph. What is its purpose and when is it helpful?**
65. **Chose one of the topics suggested and write a well organised paragraph.**
66. **Causes of stress.**
67. **Effects of stress.**
68. **Effects of cell phones on society.**
69. **Reasons for the popularity of television game shows/reality or soap operas.**
70. **Effects of unreasonable fear of flying, the dark, deep water, enclosed area, etc.**
71. **Benefits of daily exercise.**
72. **Consequences of eating unbalanced diet.**
73. **Neighborhood cleanup days.**
74. **Benefits of recycling.**
75. **Benefits of health education programmes such as dental hygiene, nutrition and infectious disease immunization.**