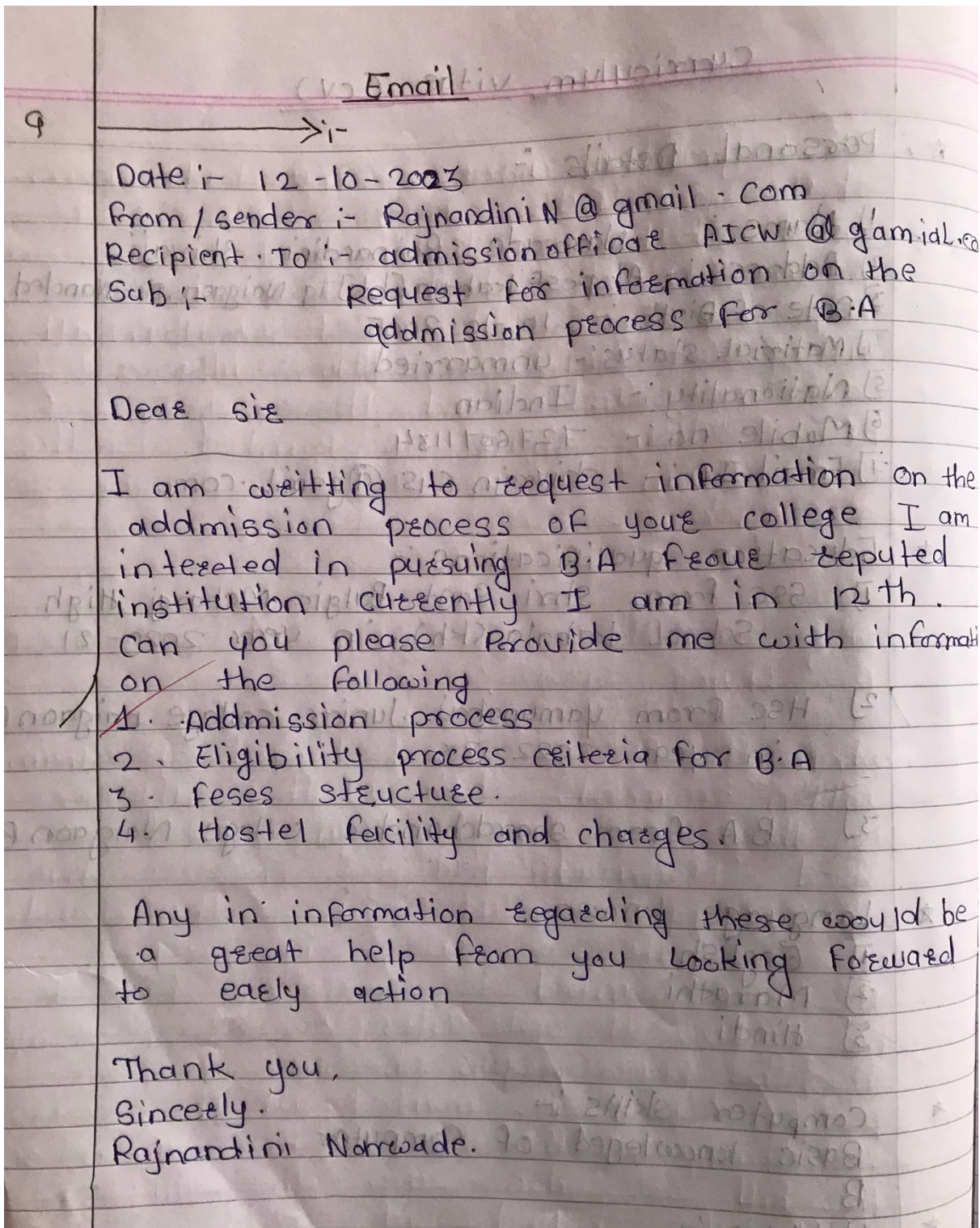


Sample Email for Practice



Sample Job Application for Practice

* Job * Application *

Date :- 12-10-2023

From :- Narwade Rajnandini Ghivaji

To :-

The General Manager,

Bajaj Finance Ltd,

Mumbai

Subject :- An Application for the post of
Sales assistant

Reference :- An Application for

Reference :- your advertisement in daily Lokmat
dated 25/9/2023

Sir,

I am a highly qualified and intelligent graduate my additional qualities are perfect spoken and written knowledge I can work hard and improve your sales if you select me Therefore I expect your call for the interview.

Thank you,

Sincerely

Rajnandini

Enclose

1) C.V

2) Educational certificate.

Q.24 Write a short note on the verb and its types.

→ A verb is a word or group of words that describe an action in its various forms. A verb can be further defined as a set of words that expand three core things, namely, physical and mental actions and the state of being.

* Types of Verb:

- 1) Action Verb: Describe an action that someone can do or demonstrate.
- 2) Stative Verb: Describes a position or state of being that you can't see, but exists anyway.
- 3) Regular Verb: verbs whose past tense versions are formed by adding an -ed to the end.
- 4) Irregular Verb: Changes form in the past tense.
- 5) Transitive Verb: Expresses an action and is followed by a direct object.
- 6) Intransitive Verb: Expresses an action, isn't followed by a direct object, may be followed by a phrase.
- 7) Linking Verb: Connects the subject to details about the subject.