

IQRA NATIONAL  
UNIVERSITY

Mid Term Assignment: 01

Technical report writing  
and presentation skills

Name = Mujahid Afzidi

I.D = 7775

Section = "A"

Teacher = Sir IMRAN KHAN

Dated = 19/08/2020

(1)

Day. MTWTF S

Date: 19/08/2020

Q1:- Write an office Memo regarding following COVID-19 SOPs during office timings.

Effective [date], all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work.

Employees should report to location upon arrival at work and prior to entering any other areas of company name properly.

Each employee will be screened privately by insert name of position using a

(2)

Day. MTWTFSS

Date: 19/08/2020

touchless forehead / temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented and the record will be maintained as a private medical record.

Time spent waiting for the health screening should be recorded at time worked for nonexempt employees

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when.

Q2:- You have recently learned  
 -----  
 ----- in your area.

To

The Editor  
 ABC News  
 Peshawar

Respected Sir

I am student of  
 19ra national university. I am  
 writing to you in order  
 to highlight the issue of  
 water pollution in our  
 city Peshawar.

The city of  
 Peshawar is getting  
 contaminated water from river  
 Kinal road of board  
 bazar. The residents are to  
 be blamed for this. They  
 pollute the river with garbage.

(4)

Day: MTWTFSS

Date: 19/08/2020

Sewage and Fifth. The river water is full of bacteria, plastic, chemicals and other waste material. It is unfit for consumption. The people having been demand a water treatment plant. The authorities have not yet responded to the repeated request.

I request you to highlight the problem in your newspaper and cause people public interest we all need to get the plant set in the area.

Thank you  
Yours Sincerely  
Mujahid Afridi

(5)

Date: 19/08/2020

Day. MTWTFSS

Q3:- Iqra National University invites  
mentioned post.

Mujahid Afzidi

+923330333388

mujahid.afzidi943@yahoo.com

19-8-2020

Iqra University

Hayatabad Peshawar

Lab director

Re:- Lab engineer opportunity  
at Iqra university I am very  
appreciated of the opportunity  
to apply for the lab engineer  
position at your university.

My career goal have  
always been to work in  
science field and believe  
this opportunity lines up  
perfectly with my ambitions.

(6)

Day. MTWTFSS

Date: 19/8/2020

During my previous  
employment at Peshawar  
university for five years  
I have done my best  
there, and other than that  
have also been a student  
of your university of which  
I am proud.

Having the ability,  
passion, dedication for the  
job I think I will be a  
good fit for this job  
due to my past experience  
and educational background.  
Please contact me if you  
have any questions regarding  
my application.

Sincerely  
Mujahid Afridi