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ID : 13144

Q.1

To

Mr. IMRAN KHAN

From HILAL AHMAD

Subject. Writing a memo  
regarding COVID-19  
SOPs during office timing.

Objectives.

To assure safe and healthful  
conditions for employees in  
offices by authorizing  
enforcement of the guidelines

To reduce the impact of  
COVID-19 outbreaks.

Rationale

offices employees are also  
exposed to hazards that put them  
at risk of infection with an outbreak  
pathogen, in this case COVID-19.

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Hazards include Long working hours, Psychological distress, fatigue, and occupational burnout. These protocols have been designed in order to minimize the potential for contracting COVID-19 and subsequently reducing its spread at offices workers including specific measures needed to protect occupational safety and health.

### Individual Precautions

Employees working in industries/offices should strictly follow the preventive measures by:

- Using alcohol-based (70%) sanitizer or wipes at entry and exit points.
- Discontinue Biometric attendance.
- Covering cough or sneeze with tissue or ~~mouth~~ a shoulder or elbow.

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- Avoid touching eyes, nose, or mouth.
- Handwashing least 20 seconds after every hour
- Keeping up-to date on the latest information on COVID-19 (Federal & provincial govt health websites, WHO etc.).

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X. Y. Z

August 19, 2020

The Editor  
Pakistan's Newspapers  
KPK Peshawar.

Subject: - Polluted water supply

Respected Sir / Madam,

Through the column  
of your esteemed daily, I  
would like to draw the wide  
attention of the concerned  
authorities and common masses  
towards polluted water supply.

I wish to draw the attention  
of the municipal corporation of  
Peshawar to the polluted water  
supply. Kindly spare a little

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Q: 2 Space - in your esteemed newspapers to highlighted my problem -

It is a sad thing that the water supply in the area is polluted. It is a great hazard to health - It is feared that it may cause dangerous diseases cholera in this area.

The residents of this locality have complained to the authorities many time, but no attention has been paid to the problem.

We hope that problem will be solved with the help of your newspaper.

Thanking you,

Yours Faithfully,

HILAL AHMAD.

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Q (3) Date: 19<sup>th</sup> August 2020

Mr. X.Y.Z

INU

Peshawar.

Subject: Job Application for  
laboratory engnr.

Dear Sir,

Expressing eagerness and interest in your advertised vacancy for the post of lab. engineer in your organization I come to write to you. According to me, the best reason of my application for this post is, I consider myself eligible as I do have experience of two years in the same field.

I can manage and work on all type of latest equipments knowing all the standard procedures

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and analysing techniques.

I am a qualified person with  
dedication towards my work.

I will be delighted to get a  
chance from you.

Writing desperately  
for your response, and thanking  
you.

Warm Regards.

HILAL AHMAD.