

Department

Civil Engineering

Subject

Technical Report Writing

ID #

7794

Section

A

Mid

Term

Paper

Q No. 1):

(1)

## Memorandum,

Date: Aug 19, 2020

To : A.R.O Peshawar

From: Mr. John Sakazaki

Subject: Covid-19 Sops during office timing

Covid-19 is an acute respiratory disease. This virus is spread very rapidly between people during closed contact, often via small droplets produced during coughing, sneezing or talking.

From preventing of Covid-19 during office timing, In order to limit the people contact, use online method for procurement or contact by phone. Plan the procurement schedules in such away that minimum trips and minimum workforce is used, workers should come to work on foot, by bike, by car or by the transport provided by office, wash hands after entering the workspace, avoid touching other people, If use every of office mask is very necessary, follows these rules he will be safe from Covid-19.

My sincere congratulations to all of you!

① No. 2):

(2)

Letter

The Editor  
The Dawn  
.....City  
Aug 29, 2020

Subject: Scarcity of potable water.

Sir

I write to you to express my concern and helplessness thinking you might assist me in waking up the sleeping Pakistan Development Authorities (PDA). Our locality has been facing severe scarcity of potable water. The problem is quite complex. The underground water supply lines and sewage lines as well have cracked owing to wear and tear. As a result the water that flows out of taps is quite stinky and murky. The problem become quite serious during the rainy season. The PDA have quite an apathetic attitude towards the maintenance of public amenities. We have complained to the maintenance officer at least fifteen times, still no action has been taken. People have been facing potable water scarcity for many

many months now due to water  
pollution. Through the columns of  
your reputed daily I wish to draw  
the attention of the concerned  
Ministry and local authorities towards  
the severity of our plight. I hope  
you will assist me in this  
cause.

Yours truly

(No. 3):

Application For Job.

To,  
The Managing Director  
Iqra National University  
Hayatabad Phase-3.

Subject: Application for the post of  
a lab engineer.

Respected sir

In response to your advertisement  
published on 14th Aug inviting  
applications for the post of  
lab engineer in Iqra National  
University.

I beg to say that I have  
all the experience and qualifications  
that you have asked for. I have  
also got gold medal as a lab  
engineer and also as a  
diploma holder of two years. My  
necessary particulars are given  
below for your kind consideration.

I would be very thankful if you  
kindly consider my application and  
appoint me to this post.

Yours obediently

X-7-2