

Name : Abid Khan

ID no : 11445

Assignment : no 3.

Subject : TRW

Question no : 1

Plagiarism:

Plagiarism is the representation of another author's ~~language~~ language, thoughts, ideas, or expression as one's own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanction such as penalties suspension expulsion from school or work, substantial fines and even incarceration. Recently, cases of extreme plagiarism have been identified in academia. The modern concept of plagiarism as immoral and originally as an ideal emerged in Europe in the 18th century particularly with the Romantic movement.

Plagiarism is not in itself a crime, but like counterfeiting fraud can be punished in

court for prejudices caused by copyright infringement violation of moral rights or torts. In academia and industries it is a serious ethical offence.

Plagiarism might not be ^{the} same in all countries.

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Assignment : 2

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Memorandum:

A well written business letter is made up of seven basic parts, which may include an enclosure line as needed. The "format" of a "memo" is much simpler. You write "Memo" line, and then at the top, followed by a To line, a From line, a Date line, a subject line, and then the actual body of the message.

The Basic Elements of the Memo Format :

Memos are an important, and frequent, job responsibility. Because memos communicate the information necessary to keep a company running smoothly, you must write them clearly.

anti quickly. Do not be surprised if your supervisor says: "Send me a memo on that line slow down by this afternoon". Memos test your ability to analyze a problem quickly and to write concise, accurate solution. Your ability to handle them tells your reader a great deal about your potentials as a problem solver and decision maker.

Memo Format:

Memo format is easy to construct. Following these guidelines to set up a memo or memo report.

1. Place to From, and subject lines at the left-hand margin.
2. Place the data either to the right without a head, or at the top of the list with a head.
3. Follow each item with a colon and the appropriate information.
4. Name the contents or main point in the subject line.
5. Place names of people who receive copies below the name of the main recipient.
6. Sign to the right of your typed name.