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ID # 7804
Paper # Technical report and writing
Instructor # Imran Khan
Date # 19 - Aug - 2020

Ans(1)

Date = 19 July - 2020

To : All employees.

From ..

In light of Covid-19 (Corona virus) pandemic and the spread of seasonal virus proactive steps are taken by the management to address certain concerns. Safe work place need to be maintain first of treatment protecting the health of employee by adopting practicing but but we also want to important implement the continuity of busines during this strenghful times.

to reduce the transmission of this communicable disease in work place All employer must cooperate the taking steps to reduce this pandemic disease

(*) Stay home when you are sick.
 (*) wash your hands with soapy water in 20 sec.

(*) use of face mask is compulsory in office.
 (*) Clean frequently with touched surface.

company will provide Alcohol based
 have sanitiser through out the work
 place and in conveniences areas place
 will be wiped frequently that
 touched continuously such as door,
 Telephone, or operating system
 employees are encouraged to use Telephone
 and video conferencing instead of
 face to face meeting as much as
 possible in this our break.
 it is critical that employees don't
 report to work while experiencing
 any system symptoms related to
 covid-19. As all positions are limited
 to telework. those positions with primary
 jobs duty can be perfectly performed
 will be given consideration. please contact
 the human resource department with
 any question or concerns.

Ans # 2.

Street # Hayatabad Peshawar

Phone # 123.45.

Date # 19. Aug. 2020

Subject = The editor Newspaper

Dear Sir

I am ~~writing~~ writing to you to express my dissatisfaction toward the problem of water supply in our locality. I want to draw the attention of local authority of water supply department. For the past few days the supply was given 3 day only and for an hour in those 3 day water supply of our colony and surrounding become very irregular and I contacted the assistant engineer concerned because yesterday the water supply was ~~and~~ only for 15-20 min and it was all lousy and polluted and with a sore taste in it. and they Applied due to some technical issue water supply has become

Irregular.

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The concerned Authorities are not taking our problem seriously and definitely the reply on them was not satisfactory this is hot summer and the water is main necessity I hope that you will kindly publish this letter in your news paper so that Authorities can take after our problem of solve it

Yours Truly

X. Y. Z

Subject # job Application

1000 national university

Peshawar - KPK.

Date. 19-2020

with regards.

here with ~~and~~ ^{reference} send an application letter in ~~reply~~ ^{reference} to your ~~Adt~~ Advertisement. I believe that the combination of my experience, field education and expertise and multiple developed skill and quality make me ideal candidate for the job. I am a holder of bachelor degree in civil and among good student of my ~~best~~ batch. with best academic result. I proactively participated in multiple extra curricular activities having worked with my professors as lab assistant for couple of session gained me skill performing duty associated with the role.

I was know for exceptional work. ethic & -have professional attitude for adhering excellent result with ability to function well in fast-paced and ideal line. during environment.

Thank you for your ^{time} and consideration and I look forward to discussing this opportunity with you in more detail soon.

Sincerely

X. Y. Z

