

Date \_\_\_\_\_

Name Zamarud Shah

ID 7463

Subject Technical report writing  
and presentation skills.

Submitted to Mr. Imran Khan

Assignment 01 and 02.

Summer semester 6<sup>th</sup>

Date 18/09/2020

①

Write a letter to the SDO of an electric company about heavy load shedding in your areas.

The SDO

18 Sep 2020

Mingora Swat

Subject:- Regarding heavy load shedding in our areas.

Respected Sir I live one of the commercial areas of Swat. The most pressing problems which the residents of my area are facing is heavy load shedding. Electricity does not come seven hr in a day.

This whole locality is immersed in darkness soon after sunset. Students cannot read and thieves take advantage from this situation. Hoping for a positive anticipation by the concerned authorities in the crying need my area.

Yours Sincerely  
Zamrud Shah



(2)

Date \_\_\_\_\_

Write a descriptive essay on a famous health resort you have recently visited.

Recently I have visited p-c peshawar.

Situated in the city of peshawar. Pearly continental commonly called PC is a place to visit it. The main gate that directly connects to the GT road is an embedded hump to prevent any unwanted intrusion. The left side of the building contain a lot of flowers scents as well as adjustments sitting in the garden.

The main entrance door is made full of glass with a sliding motor sensor which eases the humanly effort. To the left is the reception along with a lift while the right is the eating hall for the consumers. PC consists of 63 rooms, swimming pool, which is open through out the year, 4 halls 2 laundries, 3 kitchens (each off one floor) Spa indoor sports arena etc.

PC chooses the best of the chefs to serve them they had a huge variety of Chinese, Pakistani, continental Mexican and other cuisines. It is mandatory for the floor room services to change the bed covers and wash the floor with dettol every day.

③

Date \_\_\_\_\_

The swimming pool is being chlorinated every day and fresh water is supplied to it. The essence of good fumes is swirling in the corridors of the PC which adds more beauty to its splendid glory.