

Department	(AHS) DT,RAD & DPT
Subject	English-II
Marks	30
Semester	-II
Mid Term Assignment	Spring 2020
Instructor	Hajra Iqbal

Fill below blocks.

Student Full Name	RIMSHA KHATTAK
Student Father Name	FAYAZ UD DIN KHATTAK
University ID Card Number	16253

Instructions: Your time starts once you log in. You have only 48 hours to complete and submit your paper on the portal. After 48 hours your time would be automatically expired. Download this paper and save it with your full name and subject. Attempt all the answers on the same page and keep in your mind to click the **SAVE** after every 10 minutes. When you are done with paper, go through it and submit your final copy with your name and id on SIC portal.

Note: i. Attempt all three questions. All questions carry equal marks. Be careful about spellings, sentence structure and punctuation marks.

1. Make a report on Sports Week Closing Ceremony at your University. (300-350 words)

Name of reporter	Rimsha Khattak
Day, Time and Date	10:00 AM, Tuesday, April 21, 2020
Audience	62% Male and 38% Female
Activity place	Lawn / Ground
Organizing Body	INU sports society

The closing ceremony of annual sports festival of our university "INU - Iqra National University" was held on the last Tuesday, April 21, 2020, in our main ground. The University, On that day, had a festive atmosphere. It was organized by INU sports society students and staff. The purpose of organizing this event was to encourage students in participating in extra cocirricular activities, boost their confidence and compete in various sporting events to win prizes and awards.

A great interest was observed amongst the students, guardians and faculty members, alike. All of them came in a large numbers to enjoy the sports festival closing ceremony; there were around 62% of male and 38% of female attendees. A philanthropist, a former cricketer and honorable Prime Minister of Pakistan Mr. Imran Khan was the chief guest.

After the welcome of the honorable chief guest the ceremony proceeded by the Quranic recitation and National Anthem. After the National Anthem, five different provincial languages music was played to convey the message of unity in Pakistan. A small theatre play was also part of the event, it was based on promoting "Peace".

Mr. Prime Minister was called on the stage to share few words with INU students. He was highly pleased over performance and encouraged students to take part in sports for a healthy lifestyle. He also motivated our students to organize more sports events

in the future as well. Then the in-charge of our INU sports society announced the name of the prize winners and runners up. The winners were awarded with medals and shields who participated in the sports week, also, the Prime minister gave cash prizes to the winners. There were also some refreshments for the attendees which were served after the award distribution ceremony. The ceremony was ended by 4:00PM.

In conclusion, the main objective, to ensure that in this era, the students should be physically fit and participate in sports to maintain a healthy lifestyle, was achieved in a well receptive manner. The students enjoyed a lot and they had a chance to meet the honorable Prime Minister.

2. Write a letter to the Health Department regarding the present outbreak of COVID-19, briefing about the present condition of your area, the response of the people and the preventive facilities at hand. (300 words)

Rimsha Khattak
Iqra National University,
Hayatabad, Peshawar, Khyber Pakhtunkhwa.
khattakrim@gmail.com

April 25, 2020

Syed Imtiaz Hussain Shah
Secretary Health,
Gate#5 opposite PC hotel, Peshawar, Khyber Pakhtunkhwa.

Dear Sir,

The novel corona virus outbreak has been labeled a pandemic by WHO as it has already affected 210 countries. Pakistan has confirmed 11,000 cases with 237 deaths. The corona virus pandemic has brought forth revealing, interesting and sometimes bizarre reactions from citizens of Pakistan.

Government is taking strict preventive measures and a Nationwide lockdown has been observed throughout the country. Flight operations have been suspended, educational institutes have been closed down and public is advised to stay at home. In Peshawar, where people are using masks, sanitizers and avoiding social gatherings, there are some who are careless and risking themselves as well as others' lives. Police and law enforcement institutions are also playing a major role by checking cars and not allowing more than three person per car. As the cases are increasing, people realized about the disaster this virus can bring into our lives. Thus people are playing positive role in controlling the spread of disease. The Provincial Disaster Management Authority has dispatched 50,000 N95 masks to the

departments involved in the fight against coronavirus in the province. Health care professionals are benefited by economic relief package as well as supported and appreciated throughout the country by people who are sending them messages and showing their love and respect for the doctors and para-medics.

As mishandling of the outbreak can be depressing & it can lead us to severe damage thus Pakistan has taken bold and timely steps by locking down the routine works, educational institutions and public transport. Government is taking every step to prevent citizens from contracting the virus thus people have to be more careful about precautionary measures.

Yours sincerely,

R. Khattak

Rimsha Khattak

3. Describe a picture in your own words and suggest a title. (300 words)



Title: Subordinate-Boss Relationship

In the given picture, boss or the authoritative person is giving directions to his employee who is already been burdened with a lot of work. Employee does not look happy with the attitude of boss, as he perceives himself as one of the hardworking and leading members of the organization. However, here, he is unable to express himself and seems rather nervous in front of the supervisor. Thus a healthy, two-way communication seems to be missing here as only the boss is talking and giving directions. Communication is a major component for any organization, not only for successful supervisor-subordinate relationship but also to a company as a whole. Encouraging open communication can let the employee know that the boss is willing to listen to his concerns and take his opinions seriously. Bossy attitude of the coordinator in the picture shows his dominating

nature which restricts his employee to express in front of him. As a supervisor, a boss should be constructive and encouraging in his feedback. A positive relationship of a boss and employee is a must to build a successful business. Lack of such a relationship can lead to loss in terms of high employee turnover, lack of employee productivity, wastage of work hours and eventually causing a dent on business revenues. The boss and employees should be work alongside as teammates, with an open two-way communication and a laissez-faire management style which encourages participation from all those who are involved and thus resulting in a better and productive business environment.