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ID: 7801

Section: A

Paper: Technical Report

writing & Presentation Skill

Teacher: Sir. Imran

Date: 23 Sep, 2020

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Q#01:

write a letter to - - - - - COVID-19.

A-B-C

Address: M-N-O

Date: 23 Sep, 2020

Mr: (P-Q-R) → (Editor of English Newspaper)

Address: main city office of English Newspaper

Respected Sir!

I hope you will be fine. I want to tell you that a few days ago government announced to open the educational institute but you the COVID-19 is very danger for student. Now this disease is control. I said to you, write a column in the newspaper about it, "How to we could safe ourselves from this disease."

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Write in own column of prevention of COVID-19 in institutions. And give good following guidance to the student and teacher in your column.

- To wash your hands with soap and water for at least 20 second, before meals, after using the toilet, after playing etc.
- Try to avoid touching your eyes, nose, or mouth with hand.
- Sitting at one meter away from one another.
- Do not join hands together
- Use the sanitizer in class rooms

☺ hope you will definitely write a column about it. ☺ shall be very thankful.

Sincerely,

A-B-C

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Q#02:

write a short . . . . methodology:

Date: 23 Sep, 2020

To: Professor (A-B-C)

From: X-Y-Z

Email: XYZ34@gmail.com

**Title:** Extraction of Alcohol from Fruit Waste.

**Statement:** Although production of industry grade alcohol is quite wide spread now, alcohol extraction from fruit waste would be very highly economic. On this project, my aim is to extract alcohol from the various type of fruit's wastes and do a comparative study on how much alcohol was obtained from each type of fruit's waste.

**Background:** I have attended lectures on fermentation procedures and

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alcohol production in the industries.

**Significance:** From the result of successful experiment, a new industry can emerge that uses only fruit waste for extraction of alcohol.

**Description:** The result will be obtained from experiment.

**Methodology:** Traditional fermentation process would be combined with biotechnological method using specific strain of *Saccharomyces cerevisiae*.

**Bibliography:** mainly laboratory manuals were referred. To microbiology book by Prescott and Peleron were also of great help.

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Q#03:

Write an Essay. . . . Conclusion.

### Introduction:

The Peshawar Bus Rapid (BRT) project was announced with the intention to relieve residents from many of their day-to-day traffic woes. But a work continuous some have begin to wonder whether the scheme is causing more problems than solution.

### Information about Background:

Peshawar<sup>BUS</sup> Rapid Transit (BRT) is a bus rapid transit system in Peshawar, Capital of Pakistan Kyber Pakhtunkhwa (KP) province. BRT system consists of two part: First encompasses an east-west corridor served by 32 stations

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On a dedicated lane for exclusive use by buses, while the second part consists of a network of feeder routes in which buses can enter and exist the system to travel on city streets. The system was inaugurated on August 13, 2020 and is the fourth BRT system in Pakistan.

Peshawar's east-west growth axis is centered on the historic Grand Trunk Road that connects Peshawar to Islamabad and Lahore. The road is roughly parallel to the M-1 motorway between Peshawar and Islamabad, while the M-2 motorway provides an alternate route to Lahore from Islamabad. The Grand

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Truck Road also provides access to the Afghan border via Khyber Pass.

## Features:

Trans-Peshawar's first phase consists of an east-west busway which stretches from Chankani in the east end to the Karkhano market in the west end of Peshawar. Feeder Routes will also allow buses to enter/exit the system from city streets with mixed traffic.

## BUSES:

BRT was originally planned to use a fleet of 255 buses of which 155 will be 12 meter-long buses, which 65 will be 18 meter-long buses. The 18-meter



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long buses will run only within the service route within corridor while the 18 meter-long buses will run primarily in the feeder system.

## Feeder System:

The Trans-Peshawar System in phase 2 will be complemented by a feeder system consisting of 8 routes extending 68 kilometer feeder buses will use dedicated BRT lanes as needed before exiting the system and entering onto city streets as on-street bus service.

## Conclusion:

The Peshawar BRT

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Project would not only resolve  
the agonizing problem of Traffic  
blockage in the provincial capital.  
It would also give a much  
needed facelift to the terrorism  
Torn provincial capital.

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Q no 4

How do you ..... Assignments.

Ans:

The following step to avoid the plagiarism in writing.

- Start early:

An easy way to help avoid plagiarism is to give yourself enough time when writing an assignment. It is easy to miss something when you are rushed. Having sufficient time to do your research and pay attention to your content.

- Cite correctly:

One thing cite your sources, but that won't mean much if you or we don't do it correctly.

- Proofread:

Proofread is a requirement

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and it will also help with our plagiarism.

### - Quote:

Another way to give credit is to use quotation when we are directly quoting someone.

### - Paraphrase:

There is a way around using someone else's work, but we want to still give credit where it's due.

### - Plagiarism Checker:

We use Plagiarism Checker because to help us to be safe our assignment from other.

It does not take much to put our work through a checker, just to be sure.

Qns:

You are . . . . . Research work?

Ans:

Q Explains it in following steps.

→ Show your passion And Connect with your audience:

It's hard to be relaxed

and be yourself when you're nervous  
But time and again, the great presenters  
say that the most important thing  
is to connect with my audience.

→ Keep it Simple:

We explain the presentation  
in simple words and also use  
in presentation word simple. Because  
the simple is very easy in explanation.

→ focus on Audience's needs:

Presentation needs to  
built around "what your audience

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is going to get out of the presentation. And also we need focused on audience question.

### → Eyes and face Contact:

Eyes and face contact are important if our this contact not good our presentation is fail.

### → Effectively Voice Use:

On presentation use the effectively voice. Not use the slow or more large voice but use the clear voice.

### → Relax, Breathe and Enjoy:

On presentation time Relax ourselves and Breathing large and Enjoy our presentation.

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## - Colour:

Do not use many colour in slide because its not good look.

## - Writing:

Give proper hidding and write equal wording in every line.

## - Practice:

Practice on presentation before the presenting it. It's help on presentation time every words are present in mind.