

NAME ⇒ SUBHAN ULLAH. Khan

ID # ⇒ 7861

Dep... ⇒ BE (civil)

Section ⇒ B

Submitted TO ⇒ Sir Imran

Page #01

QNO1:- Write an office memo regarding following COVID-19 SOPs during office time.

From: CEO

TO : ALL department

Subject: Discussion on SOP's in Covid-19

Date: 19 August 2020

The purpose of this is to inform about the meeting on the SOP's during Covid-19.

The meeting will be held in Conference Room' on 7 September at 12pm.

Kindly disseminate this information to all the member of staff.

Sign

Subhan

QNO:2

Subhan ULLah Khan-

Malakand Dargai

19 august 2020

Director of Newspaper-

Peshawar-

Dear Sirs,

Subject: TO Solve the ^{problem of} polluted water.

water pollution occurred when harmful and Toxic waste Chemicals or other particales enter water bodies such as rivers, pond, seas, ocean.

~~Chemical and microbial~~

So we are taking in K.P.K polluted ^{water} area. in K.P.K mostly communities are using polluted water like Chitral, Bannu Haripur, Malakand, Khyber Agency Landi Kotal which is using

Polluted water.

Experimental Survey in K.P.K different City. Chemical and microbial aspects of water Sample Collected from four cities^{ie} of K.P.K. that is Abbottabad Mardan, Peshawar and Manghora were analyzed more than 55% of samples from these cities were highly contaminated with microbes in K.P.K Iron Contamination was enlisted as second major Contamination in Peshawar and Mardan more than 38% and 67% of samples were contaminated with iron

So polluted water are very danger different diseases can

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~~be~~ through Contaminated (water-
Like Infections-----

Some of these water-
borne diseases are Typhoid
Cholera, paratyphoid Fever.

please highlight it in
your news paper to take
action of government to make
the way and mechanism of
Clean water in our area.

Looking forward to your positive
response.

Thanking you

Subhan ULLah Khan

president of Tribal youth assembly

QNO38 To

The Chairman of
I.N.U

Subject: Apply for Lab Engineer.
Post-

Respected Sir,

With Respected Sir
it is stated that I am
recently graduated from NUST
University with BE (Civil) degree
I work with Ceose university for
a period of a two year. those
year I learned valuable lesson lab
strategies that could be very
useful to your university. I
developed Communication Skill Bank
at school and I was used open
to give speeches and behalf
the school and important
occasion I am confident

That my Skill and Experience
and my Study Could Make a
greate Contribution in your
university I am also willing to do
Extra work that you will give
to gain more Experience
your Obediently,

Name = Subhan ULLah Khan.