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ID: 7801

Paper: Technical Report Writing
and Presentation Skills.

Teacher: Sir, Imran

Date: 19 Aug, 2020

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Q#01

→ Write an office - - - - - Timings.

Date: 19 August, 2020

To: ABC (General Manager (GM))

From: MNO

Subject: Standard Operating Procedure
an Office Time.

→ I hope you will fine. Sir, I want to take your attention to an important issue, mean COVID-19. It's very danger for our organization because the organization people live together and this disease takes place easily from one another.

→ SOP's for Employees:

Sir, please issue this SOP's notification on following statement or words.

i. Wash hands after entering the workplace (20 seconds with soap)

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- ii. Avoid Touching other people
(no handshakes or hugs)
- iii. Observe distance rule of 1.5 meter
in meeting, in prayers, canteen,
breaks.
- iv. Avoid close handle contacts.
- v. Use the sanitizer after
some time.
- vi. When employees having cold
symptoms must stay at home,
contact the doctor on phone
and inform the employer.

→ @ hope you will notified
this point. I shall be
very Thankful To you
Thank you

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Q02: You have recently - - -
- - - - your Area

A-B-C

Address: XYZ

Date: 19 August, 2020

M-N-O

Public health department

Respected Sir!

→ I hope you will be fine. I want to take your attention to an important issue and the issue is "water problem."

I belong from the place that you are officer of these area.

→ Sir, Our problem is that water is very low in our place. And the water that is there

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is also dirty. It is big problem for us. And we go far away and bring water. The bringing also difficult for us. The people drinking water low because the drinking of this water causes oftenly diseases i-e Teeth problem, Stomach problem etc.

→ We request you to solve this problem and provide us with clean water and we will be very grateful to you that you have done this issue.

Sincerely

A-B-C

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Q#03:

Iqra National University . . .
post.

To,

The Chairman,
Iqra National University Peshawar.

Subject: Application for the post of
a lab engineer.

Respected Sir,

→ I response to your advertisement published on last week inviting applications for the post of a lab engineer. I beg to say that I have all the experience and qualification that you have asked for. You need the soil lab engineer. I ^{have} spend some time in standard lab and I learned

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The all soil experiment. And
I have also done teaching.
And I trust myself that I
am capable of this post.
And my necessary particulars
are given below for your
kind consideration.

→ I would be very thankful
if you kindly consider
my application and appoint
me to the post.

Your Obediently

X - Y - Z

Date: 19 August, 2020