

NAME : FAWAD GULL

ID # : 7373

SUBMITTED TO : ENGR. IMRAN

SUBJECT : TECHNICAL REPORT WRITING AND  
PRESENTATION SKILLS

SECTION : B

MODULE : 8th

DATE : 19th Aug, 2020

Q1. Write an office Memo regarding following COVID-19 SOPs during office timings.

Date : Wednesday 19th Aug, 2020

Azam Khan (CEO)

Fawad Gull

Subject : FOLLOWING COVID-19 SOP's.

In a meeting with CEO of the company, it was decided that seminar should be organized on 19th Aug, 2020. I would like to meet all my fellow colleagues to discuss the details of the SOP's of COVID-19.

Due to this pandemic a huge loss of time has been seen for which has created a vacancy of deficiency.

It is observed that this virus is not so catastrophic only if right measures are taken. The following SOP's should be followed to prevent the spread of COVID-19:

- i- Installation of sanitizing door at the entrance gate.
- ii- Obligatory use of mask.
- iii- presence of sanitizer at every table and regular use of it.

- iv- Avoiding physical contact i.e no handshakes or hugs.
- v- Maintain social distance of atleast 3m or more.
- vi- Use of gloves.

By following the above mentioned SOP's we can sabotage the virus. This will help in preventing the spread of the disease and the labour staff should also maintain social distance, only by doing this we can achieve the quality of controlling the COVID-19. Therefore by following the measures we can help to grow a healthy community.

P.T.O

Q2- You have recently learned about water pollution....?

Fawad Gull

Shamsul-qamar town

St # 5, House # 01

Peshawer

Ali Ahmed (Editor)

Office # 6, Sector K-5

Phase 5, Hayatabad

Peshawer

Date: 19th Aug, 2020

Subject: Non-availability of clean drinking water.

Respected Sir,

With due respect it is stated that the drinking water in our area has been contaminated and has developed a taste which is not suitable for drinking.

Sir the area where I live has been facing the problem of the contaminated water which is due to the increase of the water table over years. It can be also observed that in the suburbs of the town a huge livestock waste has been collected which is polluting the natural flowing water of the area. Excessive discharge of chemicals

to the rivers, lakes effects the water for humans as well as marine life. One of the major problem is lack of installation of filter plants which leads to the pollution of water too.

To overcome the above problems government should install filter plants to minimize the water pollution. The discharge of waste into rivers and lakes should be banned and the owner of livestock **cattle** should be heavily charged. Government should form a team to monitor the safety of water so that this problem should be solved and pure drinking water for the community is available, we shall be very thankful to you for considering our requests.

Your's sincerely,



Fawad Gull

7373

Q3- Iqra National university invites application for the post of lab engineer.....?

Fawad Gull  
Shamsul-qamar town  
St #5, House #1  
Peshawer

Zeesham Ahad (Chairman)  
CED  
INU, Hayatabad  
Peshawer.

Date : 19th Aug, 2020

Subject : Application for the post of lab-engineer.

Respected Sir,  
It is stated that I have applied for the post of lab engineer in civil engineering department, so consider me a candidate for this post.

I have done my bachelor's from INU, Peshawer session 2019-2020 with CGPA of 3.00. I have experienced 3 different internship programs including CNW, NESPAK and FWO each, experience of 2 months each. I have a sound knowledge of subjects such as

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Mechanics, Structural analysis and Fluid mechanics. Sir my academic record speaks for itself, kindly consider me the right candidate for this post.

I will try my best to satisfy my students as well as staff. My utmost priority will be understanding of the students and to make them learn new things as my motto is "Idea before innovations". It will be honour to teach in INU so kindly consider me for this post, I shall be thankful to you.

Your's sincerely,



Fawad Gull