ENG201 ASSIGNMENT #1 SPRING 2021

BC200403287

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**Q 1. In business communication, it is important to use appropriate language when writing a letter. It is necessary to use strong phrases and to avoid weak words. In the following list, each sentence contains some weak words commonly used in letter writing. Identify the weak word from each sentence and write it in the column below against the relevant number.**

**Note: Statement 1 has been solved for your reference and sample solution is provided in the table; follow its pattern to solve the rest of the statements.**

1. **We are sorry to inform you that the interview is a bit difficult to schedule.**
2. So, it can be concluded that the product needs further refinement.
3. We can guarantee that this product gets attention.
4. We know that you are concerned about your stuff.
5. We can say that the perfect solution to our problem is that you provide us with the material.
6. The results of your argument obviously indicate that you are not interested in investing.

**Answer:**

|  |  |
| --- | --- |
| **Sentence Number** | **Answer (one word only)** |
| **1 sample solution** | **A bit** |
| 2 | Can be |
| 3 | Can |
| 4 | Your |
| 5 | With the |
| 6 | Obviously |

**Q 2. Suppose you are working as a website developer in a Software House, AEROTECH and you want to develop a new website for online teaching for Eagleton School System. Keeping in view the general structure mentioned below, you need to write a proposal to the Managing Director of your Software House.**

* **Introduction**
* **Body**
* **Conclusion**

**Answer:**

* **Introduction:**

**Website Designing Proposal**

**Managing Director,**

**AEROTECH**

**May 28, 2021**

**To develop a an educational and teaching website for Eagleton School System.**

**Respected Sir,**

With more than 5 years of full-stack web development experience at **AEROTECH** Software House, I offer the technical expertise as a website developer and website designer. As you know from my recent projects as web developer, I always focused on customer satisfaction, manage all aspects of web development from concept to requirements definition, design, development, launch, maintenance and user support.

* **Body:**

I have read and reviewed this job thoroughly, you’ll completely acknowledged that I’m the right person for this Project. They want an online education and teaching website for their Eagleton School System. I’m interested in working that project and to develop an educational and teaching website as per their requirements.

As you know I have developed many Online Education Systems for several institutes before. .I want to further my own knowledge and interest in web development, and I believe I’ll be able to offer new ideas to help Eagleton School System reach and surpass the primary objectives as they want. My under I have also hard working team who are maintaining their projects very nicely and on time with full customer satisfaction. I can complete this project reliably. I developed and manage website for Eagleton School System by using and also provide full access to customer:

* Web development using HTML5, CSS3, JavaScript, jQuery, PHP.
* UX and UI design projects improving load time, site stickiness and user engagement.
* SEO initiatives elevating rankings on Google and other search engines to top 5 results.
* **Conclusion:**

I’m looking forward to your reply. I feel confident that I will fulfill the requirements for the Web Developer position and hope I gain this project very soon. Thank You.

Website Developer

Abdul Rehman