**ENG201 Assignment No.2 Spring 2021**

Name: Abdul Rehman

VU ID: BC200403287**Q1: A report is a formal document that elaborates on a topic using facts, charts, and graphs to support its arguments and findings. Reports are often used to display the result of an experiment, investigation, or an inquiry. In table below there is a description given of various types of report which are used in business enterprise. Recall your knowledge about report writing and write the appropriate type of report in front of the given statements.**

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| **Sr. No** | **Description** | **Types of report** |
|  | This report updates information about a project. | **Progress Report** |
|  | This report assesses potential solutions to the business problem or opportunity. | **Feasibility Report** |
|  | Reports the results of a study and uses data derived from actual observation or experimentation | **Research Report** |
|  | This report contains information on outcomes, results, and efficiencies, and other things that are directly related to the companies/groups success. | **General Report** |
|  | These reports offer both information and analysis, and they can also purpose recommendations. | **Analytical Reports** |

**Q2: Suppose you are the in-charge of COVID-19 vaccination center of your area. Send a progress report, using given super-structure, for the month of June-2021, to the CEO Health of your district.**

**Superstructure for Progress Report**

1. Introduction
2. Facts and Discussion
3. Emphasizing Important Findings and Problems
4. Conclusions
5. Recommendations

**Solution:**

**To,**

CEO Health of District Islamabad.

**From,**

In-charge of COVID-19 vaccination center,

Govt. High School No.1 Sector E-9 Islamabad.

**Subject: Progress Report of Vaccination for the month of June-2021**

I am currently working as In-charge of COVID-19 vaccination center at Islamabad. There are more than 5 people working under me at this center. The overall the progress of vaccination is satisfied but there are still few things which should be improved urgently. In this vaccination progress report of **June 2021**, I have described all the situation related to COVID-19 in our area particularly in our COVID vaccination center here in Islamabad.

I had looked over all the details regarding vaccination and the progress of our staff members about the overall purpose given by the government. Me and my team all are doing hard work and perform our vaccination job well.

Government is taking important steps towards raising awareness of the current epidemic situations of COVID. They spread awareness that how important the vaccine dose is for every person either man or woman through messages, by phone calls and on media etc.

In **June 2021**, **6245** people arrived at this vaccination center. In those people, a total of **4032** people received their first dose, and the remaining received their second dose and got their vaccination certificates through the online program by NADRA. I am glad to tell you that **55%** of vaccinators are of over **50 years old** and the remaining **35%** are in between **18** and **50** years old and about **80%** of them are male and **20%** are female.

According to that I analyzed vaccination center data with the latest data of COVID in our country, I can expect more people to get vaccinated in upcoming days. According to government regulations, a separate counter is designed for government employees only. But there is also a shortage of human resource management staff who can also educate people regarding COVID-19 and help. There is also very limited space outside the public waiting area and people are waiting very long for vaccine dose.

If I conclude the discussion, I would say that vaccination is important for everyone. Also, the government is very sensitive to this situation and also provides awareness to people. People are taking part in this but the numbers are increasing day by day.

According to the current situation, my recommendations are to increasing the staff member those who should come first and work honorably because most of the employees come only for 1 to 2 hours a day. Secondly, 3 to 5 tents should provide at our vaccination center for a waiting area where people can sit according to the SOPs and do not wait in a people line. There are very small number of vaccine doses at ours center, so please pay an attention to this problem also and send possibly available vaccine doses on time to help more people and get them vaccinated.

I hope for the quick and effective response from you as a CEO and the other higher authorities.

**Abdul Rehman**

In-charge, Vaccination Center Govt. High School No.1

Islamabad.