**Business and Technical English Writing ENG201**

**Spring 2021**

**Assignment No. 1**

**Total Marks: 20**

**Lectures: 1-15**

**Instructions:**

* Upload your assignments in a proper format, i.e. MS word file. Corrupt files will be awarded zero marks.
* The assignments should be zoomed in at 100%.
* Please avoid plagiarism; plagiarized work will be marked zero.
* After the due date, the assignments submitted via email would not be entertained.
* Please avoid submitting copied assignments; otherwise, such a case would be referred to the discipline committee.
* The font colour should be preferably black and font size 12 Times New Roman.

**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. (5 x 2 = 10 marks)**

**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.

|  |  |
| --- | --- |
| **Sentence Number** | **Answer (one word only)** |
| **1 sample solution** | **A bit** |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

**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**

**(4+3+3 = 10 marks)**