**Business and Technical English Writing ENG201**

**Spring 2021**

**Assignment No. 2**

**Total Marks: 20**

**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.

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

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

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

**Superstructure for Progress Report**

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