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# TECHNICAL BUSSINESS WRITING

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[Document subtitle]



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19P-0067  
Section 5-B

Question no :1

Writing a memo and according to 7C's of communication

Answer:

To : All Employees

From: Manager

Date: 11 October 2021

Subject: Meeting Guide lines

We'll be meeting to discuss the status of all of our current projects. Be sure to arrive on time and bring along the materials you have been working on this week—bring enough copies for everyone. Materials might include your calendars, reports, and any important e-mails you have sent.

My opinion: This passage contains few prominent mistakes. It lacks the element of courtesy; every email should start with the element of respect. It addresses the person without taking their name once, insisting on a second person narrative. The sentence structure is abrupt. It lacks consideration as the statements made in the message feel like demands. It lacks completeness as there is no conclusion written either. This email is lengthy and full of unnecessary information, this should be concise and clear.

Question no 2

Subject: **Extension of deadline,**

Respected teacher, with due respect it is stated that, I take this moment to inform you that over the past few weeks my health has been in constant decline (medical documents are attached). Thus, hampering my progress on the project. I request that you give me an extension on the project. I would be eternally grateful for the act of kindness.

Yours obediently,

Abdullah Tahir Khurshid P190067

BS(CS)

**Question 3**

Q3: Identify and place the underlined parts of speech in the relevant section given What about communication? We live in the year 2019 and you could say we live in the most tech savvy times.

We are blessed with smartphones and quick computers to reach anyone at any time. Most would say we can communicate in many efficient ways like social media and texting. 91% of Americans have a cell phone and aren't afraid to use them but is it really a blessing? Technology has changed the way we speak and act; we are obsessed with our phones, we cannot socialize face-to-face, and have lost our imagination. Technology has changed the way we speak and act because we are obsessed with it. How many times have we seen on the news when apple comes out with their new product lines and tents on the sidewalks? Too many; and it is because we want the new technology and it consumes us. 67% of people say they continuously check their devices even without an alert.

| noun          | pronoun | Conjunction | Interjection | Verb                                      | Adverb          | Preposition | Adjective           |
|---------------|---------|-------------|--------------|---|-----------------|-------------|---------------------|
| Communication | We      |             |              | could, cannot (auxiliary verb), socialize | Most. Anytime , | in          | Efficient, obsessed |
|               |         |             |              |   |                 |             |                     |