



COMSATS University Islamabad, Virtual Campus

HUM102 - Report Writing Skills

Assignment # 03

Spring 2022

Instructions to be followed

- Your assignment should be submitted as a PDF document.
- The answer should be in proper English. Be careful of grammar. Avoid the use of ungrammatical expressions within your answer.
- There is a zero-tolerance policy for plagiarism.
- Submit your assignment on your CU Online LMS portal within the given time frame. Emailed assignments will not be entertained.

Question [10Marks, CLO4-C3]

Syllabus: Lectures10-16

Suppose that you work at a company titled ‘Light House’. The IT Team has recently introduced a new software titled ‘CARE’ making it convenient for the employees to stay updated with company’s operations and updates. As a coordinator, compose an information memo to all the staff members of your company sharing the latest development regarding the new software. Think of an ideal date, time and venue for the hands-on training to use this software and share this schedule with all employees. Also, encourage all employees to attend and participate in the training.

V2: Internalize and practice the structure and formatting of an information memo

Good luck!