

CPS(LAB) - Assignment 02

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PROGRAM: BCS

Q. Make the following sentences concise

- i) Currently, we cannot conclude as to why the door was left open.
- ii) My sister, who is an established nutritionist recommends daily intake of Vitamin C.
- iii) Since, Congressman Fueches was exhausted by his last campaign, voters expected that he would not run for Govt. office again.

iv) we hope to ~~discover~~ give a fitting tribute to Prof. Espinoza.

v) Many of us want to maintain a spring recess so that we can take a break from our studies.

d. Make the following sentences concrete.

i) Some politicians spend our taxes on useless projects such as renovation of buildings, employing unskilled labor etc.

ii) People who live in big cities on the East Coast such as NYC, Boston, and DC are generally threatened by street crime.

iii) Rock music groups such as The Queen and The Cruns and Roses are concerned with showmanship than music.

- iv) You don't get many nutritious components such as Vitamins and Fibre in most breakfast cereals.
- v) ~~Television Programs often seem to repeat the same formula rather than creating something~~
- v) Television channels such as Geo and ARY Entertainment often seem to repeat the same "Saqas-Bhu" formula rather than creating something new.

Q. Rewrite the sentences with consideration.

- i) Sir your marking standards are quiet strict.
- ii) Can you please repeat, I couldn't understand what you said.
- iii) I am quiet good at cricket - you may enjoy playing with me.

Q. Do as directed.

- i) Submit your reports prior to before 5pm to Mr. Ali.
- ii) You should listen to your parents
- iii) Please reach our office the day after tomorrow at 3.p.m.
- iv) 50 ~~students~~ out of 55 students are absent today.
- v) Since Sunday is a weekly holiday in Pakistan, we cannot send you the consignment by Monday.

Q. Group words as general or specific

	General	Specific
1)	think	reckon, guess, rationalize, reflect, concentrate, meditate, imagine
2)	good	pleasing, merciful, good-natured, dependable, considerate, benign
3)	excellent	skillful
4)	upright	secure
5)	giggle	chuckle, cackle

Q. Read the email and revise it for clarity.

Hi John,

I wanted to write ~~about~~ a quick note about Daniel, who's working as a junior developer in your department. I think he's a great asset, especially his ability to find innovative solutions for problems is quite commendable. Me and my team are working on a project and we could use someone like him in our team. I'd like to talk to you more about him when you have time.

Bkt,

Q. Make the email concise.

Hi Matt,

I wanted to discuss with you about the email marketing technique we sketched out last Thursday.

I think if we highlight the philanthropic work our company is doing in charity & local schools, the ~~in~~ impact would be much greater than a sales pitch.

Look forward to hearing your ideas.

Jessica

Q. Make the email's message more clear.

Hi Traci,

I wanted to ~~note~~ write a quick note about the report you finished last week. You have done a great job, one thing I would like to add is that also add this month's monthly expenditure in the report. Otherwise, your report is perfect.

Thanks,
+ Michelle.

Q. make the email complete.

Hi everyone,

I just wanted to send you all a reminder about the meeting we are having tomorrow about our new fairness cream "Glow & lovely's launch. Please note that the meeting will start ~~at~~ at 3 pm sharp in meeting room no:03.

Kindly Make sure your presence on time.

See you then,

Chris.

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Q. make the following courteous:

Hi Jeff,

I wanted to bring my concerns about our weekly meetings in your notice. I appreciate the hardwork and dedication of your team in weekly presentations and the way your team discusses every detail with the manager, but due to time constraints there is a small amount of time left for me and my team to demonstrate our progress, provided that we have a number of tasks at our hands.

I would request you to instruct your team to adopt a more practical approach during their presentations in upcoming meetings so that we can also have ample time to showcase our work.

Your anticipation is highly appreciated in this regard.

Thanks,

Phil.