

Assignments

Module Code: CS003.2

Module Title: English for Communication

Assessment Details	Assignments – 100% Assignment 01 –Essay Question - 60% Assignment 02 – Memorandum - 40%
Assignment Deadline	4 th December 2020
Submission Details	Submit the PDF version of the assignments to the link provided in NLearn

Instructions

01. Mention your index number in the right top corner of every page. Save the document under your index number.
02. Both assignments need to be uploaded to the provided link on NLearn on or before the deadline.

Assignment 01 – Essay Question

“Ineffective meetings are almost entirely the fault of ineffective chairs” Discuss this statement in detail with examples.

Word Limit – 750 - 1000

Spacing – 1.5

Assignment 02 – Memorandum

You are the Head of packaging department of ABC Garments Limited. Currently the employees are working on an important export order to package Rs. 20 million which needs to complete within 2 days. While coming to work 50 workers, 25% of your total workforce have been seriously injured in a recent bus accident. You are required to prepare an inter-office memo to the Head of the Human Recourses Department requesting for recruitment of 25 temporary workers urgently, in order to complete the order on time. You may assume any detail that may be considered necessary.

Make sure the memo is in the correct format and include all the necessary information.