

NAME : IBRAR BABAR

ROLL NO. P19-0104

TECHNICAL AND BUSINESS WRITING(B)

ASSIGNMENT # 2

Q:1

(MEMO WRITING)

FOREVER LIVING PRODUCT

Inter Office Limited

L12-345-153

L29-567-234

To : All Members

From : Manager

CC : Vice Manager

E.N.C : Meeting Schedule

Date : 09-07-2021

Subject : Meeting Reminder

I'm writing to inform you that we are arranging a meeting to discuss status of our all current projects on 02-09-2021 at 3PM sharply. So, bring all relevant material. Please be on time.

Regards:

Ibrar (manager)

Q:2

(LETTER WRITING)

3rd January 2021

129-17B-N69

Professor

Industrial Street, Fast NUCES

Extension in Project Deadline

Dear Professor,

The project was assigned at 3rd December 2021. I didn't start working on it as I was infected by covid-19. Deadline of project is 10 January.

The instructor stated that he would not give extension without solid reason. I want you to extend deadline to 30 January.

Sincerely

Ibrar

Copy

HOD

Enclosures

Covid-19 effected report

P.S

Q1. Read the following email, and then according to 7cs explain in your own words what you think is wrong with it.

Ans.

- Subject: A meeting for our current project being held tomorrow.
“Tomorrow” in subject doesn’t make sense, exact date should be mentioned
.Telling about the reason of the meeting and when the meeting is being held is also important.
- We’ll be having a meeting at 12-02-2021 [correct way]
- Status of our current projects
“Of all” is unnecessary when you are already saying “our”.
- Donuts will be provided
Irrelevant information.
Should be mentioned at the end
Refreshment will be available towards the end of the meeting. [correct way]
- Make sure to arrive on time
- No accurate time is mentioned.
- Bring along enough materials that you will be working on this week.
- Materials should include [concreteness/clarity]
“Might” is the non-appropriate word used.
“Might” shows that you’re not sure of yourself.
- Just a reminder [conciseness]
- You should give them to Ms. Jones or e-mail them if she is not available
No need to mention this in this email as this idea has no link with the email.
Another email should be typed for this purpose

Q2. (Email to instructor)

Ans.

Email:

Subject: Request to extend the deadline for a paper

Dear Sir, I hope you will be doing good. A paper was assigned to us in the first week of our semester and the deadline for that paper is tomorrow. However, for the first 5 weeks I was unable to attend the classes and submit my assignments because I was tested positive for COVID-19 and had to isolate myself. Now when I am fully recovered, the time is not sufficient for me to complete my exam. I have been working till late hours to get the paper done but I will need a few more days to get it done perfectly and completely. So I request you to extend the deadline for one week so that I can study carefully and submit the paper on time and score well.

Best regards

Ibrar Babar

Fast university (PESHAWAR campus)

Q:3

Noun :	Communication
Pronoun:	We
Conjunction:	Cannot Socialize
Interjection:	Obsessed
Verb:	Could
Adverb:	Anytime
Preposition:	in
Adjective:	Effecient