**Q) 1**

**Tone:** usage of tone is Negative

**Faults:**

1. I have the decidedly
2. NOT
3. Facebooking
4. That does not, however, include
5. to include use of the Internet
6. you will continue to suffer slow

**To:** All employees

**From:** Ali Bilal <alibilal@abc.com>

**Subject:** Misusage of Online facilities

**Cc:**

**Bcc:**

**Attached:** E-Mail and Internet Policy

Dear employees,

It is to notify you that we have decided a task to remind all of you that you may not utilize the company’s computers or the Internet other than for work-related business and essential personal messages that cause our bandwidth compromised. Yes, previously we have given you the rights to use e-mail responsibly for essential personal messages. But now, It is requested to all of you do not check your social accounts or any other irrelevant activities.

Recently we have circulated an e-mail policy. Now, We have found it essential to implement it. If we fail to control our e-mail and Internet use, we will continue to suffer slow internet services and virus interferences. We could also lose the right to use e-mail completely.

You are requested to read this attached E-Mail and return the signed form to follow this policy. You are requested to return this form by March 22, 2022.

Thank You!

Best wishes

**Q) 2**

5-April-2021

HR Manager,

Digi Tonics, Shahrah-e-Faisal Karachi.

Dear all customers,

We feel delighted to inform all of our customers that our company is launching the new software named “SOFTMATIC”. In this regard, we decided to organize a launching ceremony for this software inauguration.

In this new venture, the inauguration ceremony is being held on 25-April-2021 at 3:30 PM. It is requested to all of you attend this ceremony because this event will introduce a new technology software world that will be very beneficial to all of you.

We will be glad to see you at this inauguration.

Regards,

Hamza Khan

(HR Manager)

**Q) 3**

**Date:** 5-April-2021

**To:** All Employees

**From:** Hamza Khan

**Subject:** Work Overtime

Dear All,

It is to inform you of my concerns regarding the delay in the current project. Your current progress on this project is slow as we look at the deadline. So we are looking towards an overtime shift to meet the deadline.

The company will provide you the incentive and all the required facilities for this overtime shift. Improvement in your work performance is expected. We hope you will put more effort into your work.

Please feel free to contact us if you are facing any difficulty in this decision.

Sincerely,

Hamza Khan,

Project Manager