**Question#1**

**Tone: Negative**

**Faults:**

1. I have the decidedly
2. NOT
3. Facebooking
4. That does not, however, include (that doesn’t mean)
5. to include use of the Internet (to include the use of the Internet)
6. you will continue to suffer slow(you will continue to suffer slowly)

**To:** All Staff

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

**Subject:** Problematic Online Use

**Cc:**

**Bcc:**

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

Hello!

Dear employees,

It is to inform 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 are causing our bandwidth compromised. Yes, we have given you the right to use

e-mail responsibly for essential personal messages. So now, It is requested to all of you not to check your social accounts or do irrelevant activities.

We have recently distributed an e-mail policy. Now, We have found it necessary to implement it. If we fail to control our e-mail and Internet use, we will continue to suffer slow internet and virus intrusions. We may also lose the right to use e-mail altogether.

You are requested to read the attached E-Mail and return the signed form to adhere to this policy. You are requested to return this form by April 25, 2021. Try to not exceptions!

Thank You!

Best regards

**Question No: 2**

5-April-2021

HR

Softech Solutions, nursery, 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,

Ali Bilal

(HR Manager)

**Question#3**

**Date:** 5-april-2021

**To:** All Staff

**From:** Ali Bilal

**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 in your work.

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

Sincerely,

Ali Bilal,

Project Manager