



KIU
Faculty of Education and Language
Department English
B.Sc. Nursing

Individual Assignment
Assignment Title (Writing Assignment)

Subject Name: English
Subject Code: HS0501

Examination ID Number: KIU/ N/ 012327
Name of Student: A. Dilakshi
Batch : Nursing 12E
Lecturer's Name: Ms. Nimesha Amarasooriya
Ms. Umeshi Rabel
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Deadline of the Assignment: 15/06/2022
Submission Date of the Assignment: 14/06/2022

Page Break

Director,

Medicalcare hospital & governing council.

14th June 2022.

Director,

Apex International Medical Company.

Dear Sir, Medam:

Inquiring details about the vaccine.

I'm the director of Medicalcare hospital and governing council. I'm writing this letter to request details of CIVI SHIELD vaccine.

Our medicalcare hospital and governing council decided to purchase vaccine, which is used against covid19, we prefer covishield vaccine. To purchase this vaccine, our council needs more information about this vaccine. we want to know about the effectiveness of the vaccine, price, delivery information, guaranties and warranties. These details will be helping us to conforming the purchasing.

I hope you are surely sending the above details regarding civishield vaccine. Thank you for the consideration.

Yours faithfully,

.....

T. Saranjah,

Director,

Medicalcare hospitan and governing council.

Director,
Apex international medical company,

14th June 2022.

Director,
Medicalcare hospital.

Dear sir/madam:

Replay for your inquiry,

I'm the director of apex international medical company, I'm writing this letter to give information regarding your inquiry.

I go through you letter about requesting information about covishield vaccine. I thank you to select my company for your vaccine purchase, here in this letter I'm going to give the details which are requested by you. The effectiveness of civishield vaccine is 98% , the price of one vial of vaccine should be 10000, you can use one vial for 10 members, about the delivery we'll deliver to your hospital, we will response to the transportation, 100% it is guaranty and the warranty period is 6 months. I hope this information will fulfill your requirements.

The details of your request information about covishield are given above. Thanks for your interest on our company, I'm looking forward your reply.

Thank you

Yours faithfully,

.....

To: Apex international medical company.gmail.com

CC:

BCC:

Subject: Place the order for covishield vaccine.

Mr director

I'm writing this mail to let you know that I received the details about civishield vaccine, the price of the vaccine is acceptable as our expenditure plan, so our council decided to purchase the vaccine from your company. We need to purchase this vaccine for 50,000 members according to your statement one vial is enough for 10 members, so we need 5,000 vials.

We are willing to place the order for 5000 covishield vials, please consider this, I'm looking forward your reply.

Thank you.

Sincerely,

T. Saranjah,

Director,

Apex international medical company.

MEMORANDAM

TO: Supply division

FROM: Director, Medicalcare hospital

DATE:14th June 2022

SUBJECT:

In this covid crisis we all need to vaccinate against covid infection, this is the way to protect us, our coworkers and our family from the covid infection. Medicalcare hospital and governing council decided to purchase vaccine for the vaccination. The apex international medical company accepted the order, so get ready to receive the order.

As decided by governing council to purchase covishield vaccine, we decided to buy the vaccine from the apex international medical company and we inquire the effectiveness, price, delivery method, guaranties and warranties. According to their statement all our requirements are fulfilled, so our governing council decided to purchase the vaccine. We place the order, and they accept the order. They will deliver the order within one week. The supply division is asked to get ready with the preparation to receive the order and distribute the order to the other branches.

If you have any difficulties related to receiving and supplying the vaccine please RSVP to Miss.S.Saran on 16th June 2022.



I want to work as a nurse in the maternity unit, the unit where pregnant mothers admitted for delivery and for other treatment purpose. This is the unit fill with mothers and babies, the mother who are admitted here need more knowledge and training regarding childcare. As a need I like to work with these mothers, provide wanted care and want to educate them about childcare.

However, this is the most responsible and more careful working area, if we do any mistakes, it will affect both mother and baby. When we are working here, we need more conscious. The documentations, medications, labor room activities, newborn baby care, delivery activities, birth book, birth notes, BCG injection, other injections, heel prick test after 24 hours, baby's feeding activity there are lot of responsibilities in this unit. These works must be do with more conscious mind otherwise if it anything happened wrongly it is like attempt to murder, it's a crime. Not only in this unit in which any of the unit if we do malpractice, it is like crime, buy in this ward 2 life will be in dangers. Although I want to work in this ward. The mothers who are not known about breastfeeding, baby clothing, baby handling, they struggle with the baby care. To prevent baby's unwanted recurrent admission, we need to educate the mother about baby care, it includes clothing, breast feeding method, urine and stool monitoring, jaundice symptoms, vaccination schedule etc....

When I work with a baby I also feel as a mother and give more care to the baby and mother. maternity unit is my most favorite unit. I want to improve my knowledge regarding obstetric care and want to deliver quality care to the mother and baby.

