

(1) Newspaper Article :- | News Report

Things to be Included:

(I) Introduction

(II) Main Body

(III) Conclusion

Soln

Importance of Training Staffs

The Himalayan Times

Friday 11th Bhadra, Kathmandu

Staffs are building blocks of an organization. The success of an organization totally depends on the quality of the staffs in the org. Staffs are hence, important assets of the organization.

This, technology of science had helped many of our work to be carried out with the tools provided by it. Hence, it is utterly important that our staffs are using these tools. The offices have now started to provide training to staffs in the same field so that they can get better benefits and profits. The companies, who staffs are using these tools are performing tremendously better than others.

Employee training and development programs are essential to the success of businesses worldwide. Hence, organizations should strive to train staffs so as to attain their foreseen goal easily and in good time span.

② Essay Writing:

Things to be included:

- ① Introduction
- ② Body Paragraph
- ③ Conclusion

COVID-19

Corona Virus (COVID-19) is an infectious disease caused by newly discovered coronavirus. This virus can easily be transmitted through droplet of saliva from the infected person when he/she coughs or sneezes.

Most people infected with COVID-19 virus will experience mild to moderate respiratory illness and can recover without requiring special treatment. Older people, and those with underlying medical problems like CardioVascular disease, diabetes, chronic respiratory disease and cancer are more likely to develop serious illness.

The best way to prevent and slowdown the transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

To get and stay away and safe from covid 19, we need to protect ourself and others from infections by washing our hands with soap water, or using alcohol based sanitizer, using mask, by maintaining the social distances etc.

Conclusion: This is what a COVID-19 is and this is how we can stay safe from it.

③ Text Messages:

Meet me at Coffee Shop
at sharp 7 pm.

④ Email:

To : mahesh@gmail.com
CC : maya, deep, saroj, sonya@gmail.com
Subject : Importance of Email

Email is the quick mailing operation through the computers. Also known as Electronic post office

The email has ~~before~~ become the greatest mean to bring the people of the world closer. It is true that learning to use email for new users certainly takes time and efforts but it saves our time and effort once we get into it.

Thank you!

Sincerely Yours

Mr. Mahesh

Bhogwan

BSCSIT 2014

⑤ Memo :

Date _____
Page _____

~~Maya's Technologies~~ (RE = Regarding)
(aka Subject)

Maya's Technologies
MNR, Kanpur

Date : 2078/05/11

FROM : Mahesh Bhatt

TO : Saroj Joshi

RE : New Policy during COVID 19 Pandemic

Here our plans and policies which are applicable to everyone in our company. They are :-

- ① Employees should be present in office in two shifts from 10:00 AM to 2:00 PM and 2:00 PM to 5:00 PM.
- ② All employees of the company have NRS Lock Insurance for COVID 19 Pandemic.
- ③ All employees are bound with rules and regulations.

All the above plans and policies are prepared with employees views and rules are made by the government during lockdown. Please read carefully and follow these rules asap.

⑥ Letter

Enquiry Letter

Mahes Electronics

MNR, Kanchanput

Ref.no: 207/078

LG showroom

Kathmandu

Date: 2078/05/11

Subject: Enquiry about LG TVs

Dear Sir/Madam,

It would be highly appreciated if you please kindly send the information about ~~recent~~ new Televisions arrived along with their price list. Please don't forget to mention the terms and conditions of the trade, mode of delivery and means of payments, etc.

If the price, terms and conditions of trade are found favourable to us, we may place an order and fulfill our customers demand from you.

Yours faithfully
Mahesh Bhattrai
(Purchase Manager)

Enquiry Letter | Quotation Letter | Order Letter | Confirmation Letter | Complaint Letter | Adjustment Letter etc. all are Business letter.

For writing any one of these, just change the subject and body and rest of the things are all same and exact as written in above letter.

① Application Letter

Qn.6 (Model Ques)

Write a letter to your employer requesting a two day leave for a special event such as brothers or sisters wedding.

To

Date: 2078/05/11

The Manager,
NepalTech Pvt. Ltd,
Kathmandu, Nepal

Subject: Application for leave

Dear Sir/Mam

Most humbly and respectfully, I would like to request you to kindly grant me a leave for two days as I will have to go to Kanchanpur for my brother's wedding. It is a part of my culture and I will have certain roles to play during the time of wedding. Hence, my presence is essential there. Therefore, I would like to request you to kindly comply with the request.

I promise to cover my missed tasks after I get back and also for any queries and concerns you can reach me at 981023456 while I am on vacation.

Please let me know if my vacation request is approved, so I can book my flight and ticket accordingly. Thank you.

so much for the patience and consideration of my request.

Date _____
Place _____

Yours Sincerely
Mohes Bhatt
Project Manager
NepalTech Pvt. Ltd

②

Reports

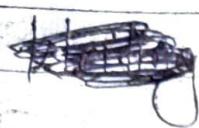
Q.N.F (Model Qsn) Write a short report describing a writing skills, a computer network administration required.

~~Ans~~ Things to be considered for any type of Report:

- ① Title
- ② Introduction
- ③ Body of Report
- ④ Conclusion
- ⑤ References

~~Writing Skills Required For Computer Network Administration Technologies~~

Imaginative Technologies MNR, Kanchanpur



Skills Needed for Computer N/w Administration

Date: 2078/05/11

A Computer n/w administration is responsible for installing, maintaining, and upgrading any sw or hw required to efficiently function on a computer network. The computer network may extend to a LAN (LAN), Intranets or Internet.

Along with the technicians, the computer network administration needs or requires the Networking skills and Technical skills.

a) Networking Skills:

- * Proper understanding of all types of hw including router, switches, wires and other equipments
- * Knowledge of IP addressing & other network protocols like IPv4 and IPv6
- * Knowledge of common OS like Windows, MacOs, Linux etc
- * Knowledge of encryption, Firewalls, antivirus etc.

b) Technical skills:

- * Knowledge of troubleshooting skills
- * Knowledge of databases and servers
- * Knowledge of windows server etc.

These are the skills a computer networks administrator needs to make it fully functional over the users and the customers. A proper training should be taken for being able to operate such administration and you need to have hard working capability and consistency.

Reference: Source: Internet

Progress Report | Periodic Report | Policy Report | Lab Reports | New Reports | Technical Reports | Field Reports | Business Reports |

All follow this same sample method and some of them may/may not include the references.

9) Summary | Executive Summary

Summary is: you know how to write it just conclude the given paragraph or the text.

Executive Summary

Executive Summary is same as Essay.

Introduction → Body → Conclusion (Essay)

Purpose → Body → Conclusion → Recommendation (Executive Summary)

Recommendation means, after the conclusion, just describe one or two line, what you recommend or you realised in the summary.

(Not Compulsory to include Recommendation but it is better if you can!)

10. Abstract : Description of what's inside of this text.

Eg:

Technical Writing by KEC Publication

Abstract:

In this book we have tried to put the best content of given syllabus with suitable example. This book will help to guide the student in getting the information about professional writing, proposal

writing, team paper work, Independent studies and many other genres of technical communication. We anticipate this book will quench the thirst of students for knowledge on Technical writing.

Keywords: guide, professional, proposal, quench, thirst etc.

(II) CV / Resume

Personal Details:

Name	:	Ram Prasad Sharma
Father's Name	:	Hari Prasad Sharma
Date of Birth	:	2055/10/10
Sex	:	Male
Marital Status	:	Single
Permanent Address	:	Damak-6, Thana Road, Jhapa
Temporary Address	:	" "
Nationality	:	Nepalese
Language	:	Nepali, English, Hindi (written and spoken)
Contact	:	+977 9801234567
Email	:	ram.prasad@gmail.com

Academic Details

Level	Board	Major Subject	Passed Year
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Bachelor	TU	IT	Running
+2	SIEB	Science	2017
SLC	Board	Computer	2015

Experience:

Teacher at Milestone Public School, Chhacni since 2016.

Trainings:

1. Diploma ~~in~~ in Computer (6 months)
2. Participated in many seminars, presentations etc.

Affiliation:

Member : Junior Red Cross Circle

Member : Paropkar Samstha

The above mentioned facts are true to the best
of my knowledge.

19am

Signature of the
Applicant

(12) Job Application:

Urlobari, Morang
27th Aug 2021

To.

The Principal,

New Generation College, Biratnagar, Morang

Subject: Applying for Post of Senior Technician

Dear Sir/Madam

With reference to your advertisement appeared in the Kathmandu Post dated 10th Aug

I would like to offer myself as a candidate for the post.

I am 22 years old young and energetic candidate looking for a suitable job. I did BSC CSIT in 2020 and have been working at a private company since 2 years and now I came to know that you have good mgt. therefore, I would like to join your institution to develop my career.

As far as my experience is concerned, I would like to assure that I am capable enough to handle the responsibilities assigned to me without any failure. The CV attached here with details about my personal information, academic qualification, and work experience. I am looking forward to hearing from you soon.

Thank you!

Yours Faithfully

Ram Prasad Sharma

⑬ Recommendation Report

On the
page

Same as Report + just add
Recommendation / suggestion after
Introduction and before Scope/Vision/
Mission.

(Q N. 13) Model

Suggestion: An action or program; write a recommendation report to your Ward office so that the entire environment of your community significantly improves.

In Environmental Changes Need To Be Done In Our Community

Introduction:

The purpose of writing this recommendation report is to recommend the Ward Office to concentrate on the environment and community around us, in order to make it better and improve because of pollution, it is getting bad and dirty day to day.

Recommendation:

To recommend the Ward office, to look after and analyse our view that we have pointed below and take actions as soon as possible.


Visit and perform the surveys around our community and conclude the problems that are mainly affecting the environment and community.

- (*) You can ask for public help if you need.
- (*) Manage the dumping site.
- (*) Management of the livestocks.
- (*) Perform the meetings, seminars for the coordination between government and public. etc.

#Scope [Vision | Mission | Merits / Advantages]

This will help to create a good, fresh and improved environment leading to socialize the public and managing of the waste, livestocks, pollutions can be done in an effective and an efficient way.

#Conclusion Comparison :

The local office need to take action ASAP as you can compare the consequences that may occur at in no time, that the environment will be affected so much causing different problems in day to day life of citizens.

Conclusion:

I hope those above mentioned recommendation and suggestions are of total functional and workable. And we hope that the Ward Office will take action against it ASAP.

(14) Proposal Writing

Things to be included

- ① Cover letter
- ② Title Page
- ③ Table of Contents
- ④ Executive Summary / Summary
- ⑤ Main Body

- * Introduction
- * Review
- * Methodology
- * Procedure
- * Conclusion

- ⑥ Personal or Company Profile (if any)
- ⑦ Budget
- ⑧ Time
- ⑨ References
- ⑩ Appendix

(Q.N. 14) (Model)

Write a brief proposal on a problem you have been facing as a student of your college.

(Informal Report)

To : ~~Mr.~~ Dr. Prof. Sher Bahadur Thapa, HOD
FROM : Ram Singh, Student (VI Sem. (SIT))
DATE : October 20, 2023
SUBJECT: Proposal for Resolving Student Problem

Problem:

I would like to inform you that, we (j) have been facing many problems since the beginning of this semester. The classes are not running regularly as some teachers are not attending classes by making excuses, lab practicals have not been started still and the course is even running slow.

Background: (You can think of it as history)

In the past semester, even though we were much more students, all the classes and labs used to run properly but now it is declining the environment we used to have. And unfortunately, having such behaviours and actions of teachers is not good for both student and department both.

Solution:

We need to have our teacher punctual to their time, their subject as well as the lab practicals need to be started as fast as it can be, because we are running out of time and the date of examinations is much nearer.

Benefits:

This will help to get us ready and prepare to good for the exams and even upcoming semesters. It will help to improve the education system of our college too, if the problems above described would be eliminated.

Conclusion:

Eliminating such problem will make the relation and coordination among the students, teachers and the administration good and rules regulations will be improved for wellness of all.