**CPS ASSIGNMENT 2**

**Q) Letter:**

**A letter to my friend explaining the procedure to get admission in FAST-NU.**

Dear ABC,

I am fine and in good health. In your previous letter, you mentioned that you are thinking of applying to FAST NUCES for Computer Science this year and you needed some information about the admission process of this university. I too had the same question when I was applying for this university last year in 2020 but I can assure you that the process of admission at this university is not that difficult.

Firstly, you have to visit their website and gather information about their opening and closing of admission date. Then during that period, you have to apply for admission online on their website. Applying procedure is simple and the interface of the website is quite user-friendly. On that page, you will be asked to mention your personal information like your name, age, date of birth, etc as well as your father’s information. Secondly, they will ask you to enter your educational data for e.g a picture of your matric and inter mark sheet, etc. After you submit the form, they will inform you about the date of the entry test. If you achieve above 60 percent marks in the entry test, they will call you to confirm your admission by paying the semester fees, tuition fees, and some other fees. After paying the fees, your admission will be confirmed. I did my best to explain each and every thing and I hope that you have now understood the procedure of admission in FAST NUCES.

Yours,

Ehtesham.

**Q) Make the following sentences precise.**

1) It is still unclear to us why the screen door was left open.

2)My sister, a nutritionist at the University of Michigan, recommends a daily mega-dose of vitamin C.

3) Voters thought that Congressman Fuenches was so exhausted by his last campaign that he would not seek re-elections.

4) We hoped for an appropriate tribute to professor Espinoza.

5) We want a spring recess to escape our studies.

**Q) Make the following sentences concrete.**

1) Politicians spend taxes on useless projects.

2) People who live in big cities on the East Coast are threatened by street crimes.

3) Rock groups are more concerned with showmanship than music.

4) You don’t get many nutritious components in most breakfast cereals.

5) Television does not provide new programs.

**Q) Select the sentences which have better clarity,**

1) 2nd sentence.

2) 1st sentence.

3) 1st sentence.

**Q) Rewrite the following sentences with consideration**

1. Sir, I think you might have mistakenly awarded me with low marks.
2. I did not quite catch up with what you said. Can you please repeat?
3. Most people admire my game. I think you might admire my game

**Q) Do as directed**

1. Submit your report to Mr. Ali before 5:00 pm.
2. I felt as if you didn’t listen to your parents.
3. Please reach our office the day after tomorrow at 11:00 am.
4. 39 out of 45 students are absent today.
5. Since Sunday is the weekly holiday in Pakistan, we can not send you the consignment by Friday.

**Q) Which of the following words are general and which are specific? Put them in the correct column.**

|  |  |
| --- | --- |
| General | Specific |
| Walk | stroll, saunter, hike, tramp |
| Guess | think, imagine |
| Cackle | giggle, chuckle |
| Good | pleasing, excellent |
| good-natured | Benign, upright, pleasing, considerate |
| dependable | Secure, mediate |

**Q1) Revise the email for Clarity**

Hi John,

I want to discuss with you a person named Daniel who is working in your department as an extreme programmer. I have seen his projects and I think he can be useful to us in our upcoming project on Hospital management system. I would like to talk with you about his timings and how much he charges for such kind of project. Let me know when you are free.

Best.

**Q2) Make the email concise**

Hi Matt,

I wanted to talk to you about the email market campaign we sketched out last Thursday. I think that our target manager will want to see our efforts. I think it will make a good impact. For instance, if we want people to remember our message we have to talk about the company’s effort to become sustainable along with our local school charities.

What do you think?

Jessica

**Q3) As you can see that the email doesn’t communicate its point very well. Revise it.**

Traci,

I wanted to write you a quick note about the report you finished last week. You haven’t mentioned the exact date of each product entry in the report. Please modify this report and resend it to me. I also gave it to Michelle as proof, she will note down your mistake and she will guide you about the mistakes. Michelle asked me to inform you about the meeting which we have on this Friday (12-03-2021) in case you have forgotten. We will be creating an outline for the new employee handbook.

Thanks,

Michelle

**Q4) Make the email complete.**

Hi everyone,

This is a reminder about the meeting which we’re having tomorrow (12th March 2021) for the recruitment of new employees for our HR department. The meeting will start at noon in The main conference hall. I want everyone to be present at that meeting.

Chris

**Q5) Make the following courteous.**

Jeff,

I wanted to inform you that your team always monopolizes the discussion at our weekly meeting. I would appreciate it if you ask them to lend me some time to discuss the progress of my team also because I too have a lot of projects which need to be discussed.

Thanks,

Phil