

Job Application

Important points of job application:

1) Letterhead

- Name of Applicant
- Address (Details)
- Contact (Details)

→ 1 line →

2) Date

→ 2 lines →

3) Receiver's post

- Office
- Address
- Contact

eg
HR Manager
The Manager, HR

2 lines →

4) Subject

2 lines →

5) Salutation

Dear [Mr./Ms.] [Hiring Last's name]

6) Main body

1. Statement of issue + source of info + your purpose + further (e.g. placement agency) activity
2. Education + experience (4/5 sentences in total)
3. Skills + courses
4. Purpose of joining + commitment for growth of office
5. Attachments + positive expectation + Thanksgiving

7) Complementary closing

{ Asking job ⇒ Kind Regards }
{ Giving job ⇒ Best Regards }

Yours sincerely,

Officer

Name: _____ opt. if not written above

CV

1) Personal Details

2) Academic Qualification

S.N.	Degree	University	Specialization	Years
1.	BECE			
2.	10+2 level			

3) Experience

* Post, Dept./Office, address, Tenure

* An Intern, Programming, _____, January - December 2021

4) Skills

* Communication skills / Excellent interpersonal skills

* Leadership skills

* Ability to work under pressure & meet deadline

* Programming, Coding

* Comp. language

5) Trainings/Courses

- Title, Institution, Address, Duration

(e.g. Advanced/Graduate training on python)

6) Conference/Seminar Participation

- Title of conference, organizers, venue, date:

7) Publication

- Name of book, publisher

Title of article, publication house.

8) Involvement

Post, organization, duration

9) Hobbies

Team sports, Reading, Travelling

10) Reference (2 Reference mandatory)

Name:

Position:

Company:

Contact:

Email:

Assume that there is vacancy for a programmer at F1soft Inc.
write a winning job application for the position as a competent candidate. Also, attach your updated cv/resume along with it. (10)



Arpan Adhikari

Sundarbazar-6, Lamjung ; 9869389333 ; adhikariarpan2063@gmail.com

Dec 9, 2023

Balveer Singh

The Manager, Human Resources

F1 soft Inc.

Kalanki -6, Kathmandu

balveersingh7@gmail.com

Subject : Job Application letter for programmer at F1 soft Inc.

Dear Mr. Singh,

→ I am writing to apply for the post of programmer which was advertised in the Himalayan Times newspaper dated 7th December, 2023. I would very much love to use my programming skills to ensure that everything is running smoothly in the company.

→ I recently graduated from renowned university of Nepal, Pokhara University in Bachelor of computer engineering During my final year at University, I worked with CG as programmer for period of five months. During those months, I learnt valuable lessons to work under pressure ~~rest~~ & handling difficult situations.

no gap → I have developed excellent interpersonal communication skills and leadership skills back at school when I used to represent my class in front of teachers. Additionally, I am a very social person which can be boon to ^{healthy} interaction with my colleague. I have taken advanced python course from udemy from tutor Fred Berg. On top of that, I have taken special training to create & operate advanced programs.

→ I intend to extract best of me resulting to be beneficial for the company. I express my sincere commitment for the growth and upliftment of company above my personal growth.

→ My resume provides further details on my backgrounds and accomplishments. Realizing that this data cannot adequately convey my personal strengths, I would appreciate the opportunity to meet you and do so in person.

→ I thank you for your consideration & look forward to hearing

from you.

Kind Regards,

Arpan

curriculum Vitae

ARPAN ADHIKARI

Address : sundarbazar-6, Lamjung, Nepal

Date of birth : 25th July 2000

Phone : +977 9864389333

Email : adhikariarpans@gmail.com

Marital status : Unmarried

Citizenship : Nepalese

Education

Jan 2008 - Dec 2023

Nepal college of Information Technology, Pokhara University
Balkumari, Lalitpur

Bachelor's Degree in Computer Engineering

Percentage & GPA : 3.8/4

2016 - 2018

Viswa Niketan Secondary School

Tripureswor, Kathmandu

10+2 level

GPA : 3.75/4

(Make Table)

Experience

- Programmer, Ncell, Thapathali, Kathmandu Dec 2022 - Dec 2023
- An Intern, Programmer, CG, Kalanki, Kathmandu - Dec 2022

Skills

- Excellent interpersonal skills
- Leadership skills
- Ability to work under pressure & meet deadline
- Language skills : C++, Java, Python

Trainings/courses :

- Advanced Python course by Fred Berg 3 months
- complicated Programs Operation 3 months

RESUME

1. Candidate's Name

Detailed Address

→ Temporary Address (Name of street, Residential area)

Contact Details

e.g. (Street, Western apartment, KTM)

Postal code, Gmail

2. Career Objective / Career Statement

e.g. 25 yr old, enthusiastic, gold medalist of PU, want to serve as programmer

3. Education

* 2020-2024 BECE with specialization in -

4. Career History

e.g. - Worked as junior programmer at Arpan infotech, carried out basic level programming, reported to -
- Internship, Internship

5. Skills / Capabilities / Aptitude

Programming languages -

6. Courses / Trainings

7. Involvements

8. Awards

e.g. - Best programmer for the month of ..

9. References

Assign¹. Assume that there is vacancy for position of senior developer at Asia Technologies. write a winning job application for the post. Also, attach your updated CV/Resume.

TECHNICAL PROSE

- Paper
- Article
- Essay
- Reports
- Technical Talk etc

- * sentence structure
- * Paragraphing
- * Overall organization of text

Sentences

* Simple sentence

structure: S + V + O (Sentence)
 |
 |
 Hause

* Compound sentence

clause + coordinating conjunction + clause
S + V + O + " + S + V + O

* Complex sentence

clause + subordinating conjunction + clause

Paragraphing

- clarity → of thought
- coherence → idea + evidence
- cohesion → connection b/w paragraphs

11

e.g. simple sentences

1. I am going to the college.
2. Dancing to music band, I went to the marriage.
3. I drove the car carefully.

1. I listened to the teacher very attentively.

clause

Phrase

2. Having received an appointment letter, my friend almost jumped off the roof in happiness.

e.g. compound sentences

Coordinate conjunction:

(F) for (reason)

(A) and

(N) nor

(B) but

(O) or

(Y) yet

(S) so

→ I went to market, for I have to buy new clothes.

(→ I went to market for buying vegetable) ⇒ simple sentence

→ I practice regularly, so my grammar is strong. (cmpd)

e.g. Complex sentences

One independent clause + other subordinate clause

When my teacher was teaching, I was playing with my mobile phone.

Subordinating conjunction

- | | |
|-------------------|----------------|
| 1. WH conjunction | 2. Although |
| When which | 3. Though |
| Where whom | 4. Even though |
| Who what | |
| Whose why | |
| how | |

3. Since / because / as (Reason)

- #### 4. After/before

- ### 5. Till/until

- ## ④. Despite + Noun Phrase / V⁴

- In spite of t.N.P. / V⁴

- Instead of N.P. / V⁴

Because of t.N.P.

in order to + V₁

$t_0 + v_1$

so as to + v₁

Four simple
sentences

e.g. Although I studied hard, my grades were average. (complex)

I studied hard but my grades were average (impd)

Despite my hard study, my grades were average.

complete verbs

1. simple present verbs (V_1/V_S)
2. simple past verb (V_2)
3. simple future verb (will + V_3)
4. Perfect tense (to have + V_3)
5. continuous tenses (to be + V_4)

Incomplete Verbs

1. to + V_1
2. V_2
(e.g. Deceived by friends, he committed suicide.)
3. V_4
Waking up early, - - -

Paragraph

→ one statement + evidences with transition phrases

Format of Technical prose (Tentative prose)

1. Title

2. Introduction (1 or 2 para)

2.1. Background

2.2. Etymology (the roots of word) e.g. latin

2.3. Definition/meaning/conceptualization (more than one)

2.4. Any relevant information

2.5. Generalization

3. Main body (3 para)

Para 1: statement + evidences

Para 2: Idea of evidence

Para 3: Transition phrase + . . . (flaws) evils

4. Conclusion

4.1. Brief summary of above discussion } (2-3 sent.)

4.2. Your opinion } 1 para

5.3: conclusion

5.4: Recommendation

7 pages.

H.W. write a technical prose on Environmental pollution.

Environmental Pollution

↔ With the modernization and advancements in people's life, the carelessness of people has caused in emersion of a new topic i.e. 'environmental pollution'. The word pollution emerged in old French during the fourteenth century and originates from the latin word 'polluere' which means 'to soil or defile'!

~~In simple~~

In simple words, pollution is the introduction of harmful materials into the environment. These harmful materials ~~which~~ which are the cause of pollution are called pollutants. The pollutants can be naturals, like volcanic ash. They can also be created by human activities. Pollution can be categorized diversely such as air pollution, water pollution, land pollution, noise pollution etc.

Mining of the pollutants in air is termed as air pollution. Household combustion devices, motor vehicles, industrial facilities and forest fires are common sources of air pollution. Air pollutant of major public health concern include carbon monoxide, ozone, nitrogen dioxide, sulfur dioxide and so on. WHO data shows that almost all of global citizens (99%) intake air that exceeds WHO guidelines' limits & contains high level pollutants.

Likewise, contamination of water resources is termed as water pollution. Water pollution can be caused by different contaminants including toxic waste, petroleum and disease-causing microorganisms. The key causative of water pollution include urbanization, deforestation, industrial effluents, social and religious practices, ~~and~~ and agricultural run offs.

On the other hand, the degradation of soil by outside contaminants can be called land pollution. Pollutants relating to plastics contribute majorly for the land pollution. As plastics have an average life span of about 500 years before decomposition, they abundantly survive on land to cause land pollution. The major causes of land pollution, apart from this, include, deforestation, agricultural activities, nuclear waste, overcrowded landfills etc.

To summarize, environmental pollution is done by the carelessness and misbehaviour of human beings. This impacts human health and ecosystem existing in the environment.

Note:

1. Write meaningful subtopics. (in relevant ideas) → after each paragraph
2. Write transitional phrases. →
coherence (relation b/w two para of same text)

BUSINESS LETTER WRITING:

(15 marks)

$$\begin{array}{l} \text{4 two letters} \\ (8+8)=16 \\ \text{or } (7+8)=15 \end{array}$$

Company

Departments:

1. Human Resources Department
2. Financial Department
3. Production Department
4. Logistics Department
5. Business Development Department / Marketing Department
6. Technical support Department
7. Research & development Department (R&D)
8. Customer care / customer service department
9. Communication / Public relation Department
10. Administrative department
11. Quality control department
12. Training department
13. Corporate Social Responsibility (CSR) department (\rightarrow charity) etc.
14. Procurement Department / Purchasing department

* Types of business

1. Asking for quotation (Asking for prices)
2. Giving quotation
3. Placement of orders
4. Cancellation of orders
5. Apology Letter of apology
6. Request for discount
7. Request for early shipment
8. Letter of complaint
9. Letter of gratitude

10. Request for financial support / logistics support

* Format of letters

1. Letterhead

Logo, Name, Address, contact

2. Reference NO.

3. Date : Friday, 15th Dec 2023

← Two lines →

4. Name/post of the receiver

→ Department / office of receiver

→ Address

→ Contact

5. Subject

← → 2 lines

6. Salutation ; Dear Mr. Singh,

7. Main body (5-paragraphs)

7.1. Statement of issue + reference to key dates + further activity

(I received yr letter dated - - about -- → 25 laptop damaged (3 sente

7.2. Describe the issue

(laptop → screen damaged, hardware damage & explain)

7.3. Demand the response regarding the issue

(Supply new laptop) - - (Supply my order upto date -)

7.4. Business relationship

7.5. Re-state any future plan + Thanks giving

(Let's meet tomorrow, Thanks)

← 2 lines

8. Complementary closing (Kind regards, Best regards,....)

9. ~~signature~~ e.g. Regards,
~~signature~~

Er. Arpan Adhikari
Procurement officer.

(Q) Imagine that you are planning to set up a new office at ~~Koteshwor~~.
You have to buy certain electronic & electrical goods now, write a letter of inquiry of quotation to a supplier in your city.



→ A@SHIKARI, SUPPLIERS
Kalanki, Kathmandu ; +977 9864389333 ; adhikarisup@gmail.com

Ref. No.

Date: Tuesday, 19th Dec 2023

Assignment

(Qsn 1)

Assume that you are the public relation officer of your company some of your recent products have been criticized in the market of low quality by your customers. You have felt that such scenarios are eroding your company's image. Now, write a letter addressing the clients seeking apology so as to control the further damage.

(Q2) chose yr business letter.

(A)

ADHIKARI ELECTRONICS

Koteswor, Kathmandu; +977 9864389333; adhikarielec@gmail.com

Ref. No.

Date: Tuesday, 19th Dec 2023

BB

Mr. Balkrishna Singh, HOD
Customer Service Department
Adhikari Suppliers
Kalanki, Kathmandu
csd.adksup@gmail.com

Subject: Inquiry for the price quotation.

Dear Mr. Singh,

We are writing this letter to inform you that, we Adhikari Electronics Koteswor branch, would be really grateful if you would provide us with a quote for the following items.

1. Acer Nitro series gaming laptops
2. Dell inspiron series laptops
3. Samsung Galaxy A series Mobile phones
4. Redmi Note series mobile phones
5. Huawei Honor series mobile

We expect the following items quotation including their price,

warranty period, and information regarding their quality, not later than 1st January, 2024.

If the quote by your company, Adhikari suppliers is acceptable to us, we would like to maintain a long-lasting business relationship with your company. We have heard various satisfactory news about your company. We heard you never make any betrayals to your customers.

With the potential long term impact of this request, we would very happy if you give us your best possible price for buying these items. We are an established and well known business & therefore you can be assured of getting your payment without any delay on receiving your invoices in the near future.

We are looking forward to get your response very soon.

Regards,

Arpan

Arpan Adhikari
Procurement Officer

Q) Suppose that you are the procurement officer of your office. You found the quotation of Gautam enterprises & suppliers. Now write them a letter placing your orders.

→
Adhikari Electronics & Suppliers
Koteshwor - 5, Kathmandu
Tel: 01-45321

Ref No.

Date: 27 Dec, 2023

The Proprietor,
chandragiri suppliers
Gautam enterprises & suppliers
Kathmandu
Tel: 01-432100

④ Subject: Placement of orders.

Dear sir/Madam,

I just received your quotation letter today and I am very grateful & feeling delightful that you addressed our inquiry of quotation letter & responded letter by promising to provide quality goods as mentioned.

I want to purchase the good as mentioned below by analysing prices & specification as mentioned in your quotation letter.

S.N.	Goods	models	Quantities
1.	LED light	syska	20
2.	Home Appliances (Mixture)	Baltra	20

We want you to supply the above goods within a week. We will furnish 50% of payment of receipt of goods. The remaining pays will be made in next two weeks to establish our confidence.

Looking forward to your prompt services. Thank you !!

- Q) Suppose that you received the delivery of your required goods yesterday evening. However, some of the goods were damaged. Now, write a letter to concerned authority. Enplate the nature of damage & claiming due adjustment.

→



ADHIKARI ELECTRONICS

koteshwor, kathmandu ; +977 9864389333 ; adhikarieler@gmail.com

Ref. No.

Date: Thursday, 28th December

customer care officer,
Adhikari Suppliers
Kalanki, Kathmandu
csd.qdksup@gmail.com

subject: Complain letter for damaged products.

Dear sir,

I am writing to express my disappointment of regarding the damaged goods that I received from your company yesterday. [27th December, 2023] I ordered laptop, Iphone, fan, printer & scanner from your company. However in opening the package, I noticed that some of the goods were damaged. The damaged good are mentioned below:

S.N.	Goods	Model	Percentage of damage	Quantity
1.	Laptop	Macbook air	90%	1
2.	Printer	Brother	80%	1
3.	Iphone 14	Apple	60%	3

The above mentioned products/goods cannot be used due to its broken part & not in good condition. Amount of claim of these products sums up to be Rs. two lakhs five thousand.

We would have expected a more professional service from the company. This was such a disappointing experience. We also request from you with proper solution for proper compensation as soon as possible.

With Regards,

Op/cont.

Aryan Adhikari
Procurement officer

E.g. compare letter & memo (7 marks) (5+5 points)

Memorandum writing (Memo)

- A memo is a hard copy used inside of an office as instrument of communication.
- It's shorter in size compared to letter.
- It's informal in nature compared to letter.
- Memo uses simpler words compared to letter.
- Flexible in format.

Inter communication in office

Types of Memo

1. Status Memo
2. Negative Memo

Format/important points of memo

Memo

From: Name of sender, post / Department

To: Name of receiver, post/department

Date:

Subject:

* Statement of issue

* Description of issue

* Impacts of issue

change
of para → * Demand addressed regarding issue

Main body

Format flexible

cc: Name of other receiver, post

* Legal consequences in case of non-implementation of the action

* Followup action

Q). suppose that you are the administration manager of your office. You have received complaints that some staffs are not following the office rules. Upon observation, you found the information to be true. Now, draft a memo to the concerned person about the issue. Also, inform him/her of the legal consequences for → continued negligence.

→

Memo

From : Arpan Adhikari, Administration manager

To : Sanjog Ghadka, Procurement officer

Date : Friday, 29th December

subject : warning about rules violation.

I have received complaints about your mischievous activity in the office by the office staffs. Upon inspection, I found the claim to be true how you use the office budget for your personal expenses. I found out that you try to lure other staffs to your corrupted activity i.e. making fake bills and using office budget. Your activity has greatly affected office's financial status and motivated co-workers to follow your step.

At the moment, I instruct you to follow the office procurement guidelines properly. Continuing the activity would force me

Date _____
Page _____

to take legal action and expel you from the office. I expect seriously a proper apology letter from you on this matter. I too warn you to compensate the office budget that you have used personally. I will be cross-checking your activity on office and properly monitoring the budget.

3rd para

cc: Financial department

Ellypanj

- (Q) Assume that you are on a field visit leading a team of researchers researching about people's habit of using cell phones in the village of Mahalanmi. Now write a Memo to your manager (R&D) explaining the progress you have made so far assigned in your assigned job.
- (Q) suppose that you are the logistics manager of your office. You have noticed that some of recently purchased office hardwares have been mis-managed. As a result, there are a lot of damages. Now, write a memo to the store room incharge, to immediately manage the things in place.

Proposal Writing

A communication of a tentative plan of action to the second party, about performing any business activity.

plan of action \leftrightarrow roadmap, framework, blueprint

Examples of proposals:

1. Academic proposal (Asking for scholarship)
2. Business proposal (communication b/w two diff. parties regarding busin...)
3. Project proposal
4. Research proposal etc.

Format of a Proposal:

A. Preliminary Part

* cover page

* Title

* submitted by

* submitted to

* date/place

* title fly

* Letter of Transmittal (Letter of acknowledgement)

* Letter of approval

* Table of Acronyms

* Table of contents

* Abstract / Executive Summary
(summarize proposal)

B. Main body

* Introduction

- Background
- conceptualization
- Etymology / definitions
- General information

* Statement of Problem

- Explain the key issues within your topic
- State the examples of real problems, and establish urgency to conduct the activity proposed.
- "Status Quo" → existing scenario

* Objectives

1. Specific Objectives a) ... b) ...
2. General Objective ←(opt. for exam)

* Hypothesis

opt. for exam * Literature Review → Review about books, newspaper, past research
→ avoids plagiarism

* Methodology

- too ways
(for writing)* 1. Explaining the procedure & step-wise to complete the project.

2. a) Primary methodology

- Most popular primary method is interview.
- Field visit

b) Secondary Methodology - Questionnaire

- Group discussion

- Role play (Participation) ~~etc~~

- Lab reports
- Biographical writing (Autobiography)

Remuneration
& payments.

b) Secondary Methodology

Books, Journal, articles, reports
Library, best Research

{ Data processing / Analysis
* Findings
Positive, Negative

* Data Analysis / Interpretation

Bar graph, pie chart, etc.

* Feasibility study

* Budget Estimation

The estimated budget for this project has been presented below:

S.N.	Title of Expenditure	Amount
1.	Stationery cost	10,000/-
2.	Remuneration	150,000/-
3.	Apparatus cost	10,000
4.	Food & beverage	5,000
5.	Rent for venue	5,000
6.	Ceremony	10,000
7.	Miscellaneous	5,000
Total:		195,000

* Time frame / schedule

C. Appended Part

1. Referencing (IEEE)

2. C.V./Resumes of H.R.

3. Legal documents

4. Other important documents

* Feasibility study

- ① Human Resources
- ② Security guard
- ③ Financial assets
- ④ Infrastructure
- ⑤ Time

} Describe about these about yourself & convincing the party that you are eligible for the project.

Qn

1) Discuss the format of a proposal in detail.

2) You are a coordinator of Research committee formed by the Pokhar University to carry out an investigation. Infact, many college students are bunking their classes to join party bunk party restaurants. Because of this trend, parents and guardian complain to the university of their grievances mentioning in detail your tentative plan to carry out your investigation to find out the causes of growing trend and recommending the possible measures of prevention.

use the subtopics like abstract, introduction, statement of problem, objectives, methodology, budget, time schedule, feasibility study.

Assignment

choose any issue that needs to be immediately solved. Develop a proposal to be submitted to mayor of KTM to collaborate (कार्य).

Proposal to mayor of KTM

Draft
Copy

A Proposal on
organizing a weekly
Sanitation competition
(solid waste collection competition)

submitted to

The Mayor

kathmandu Metropolitan

Tel: 01-223344

Submitted by

Executive Head

Amnesty International, NCIT

Balkumari, Lalitpur

Tel: 01-112233

16th Jan 2024

kathmandu

1. INTRODUCTION

First para: about organization
Second para: About project

In the heart of Kathmandu Metropolitan city lies a pressing challenge that demands immediate attention - the deteriorating state of sanitation. The consequences of inadequate sewage disposal, inefficient solid waste management, and polluted roads cast a shadow over the city's once-vibrant allure. The gravity of this situation extends beyond the vision; it poses severe threats to public health and environment. The urgency to address this crisis is crucial, as a clean environment is not merely a luxury but a fundamental right that impacts the well-being of every resident.

In this situation, Amnesty International of NCIT college steps forward with a visionary proposal - a weekly sanitation competition aimed at revitalizing the metropolis. Our city, disgusted by negative impacts of unchecked waste disposal, needs a collective effort to restore its shine. This approach not only improvises the present scenario, but also fosters a sense of responsibility and community engagement culture in the metropolis.

2. STATEMENT OF PROBLEM

The deteriorating state of sanitation poses a critical challenge for the metropolitan. Inadequate sewage disposal, inefficient solid waste management and polluted roads not only mar the city's aesthetic but also jeopardize public health and environmental sustainability. The absence of a comprehensive and qualitative approach has resulted in the proliferation of waste related issues, impacting the quality of life for residents.

(only 2-3)

3. OBJECTIVES

The following are the specific objectives of our proposal:

- a) To improvize the deterioriating sanitation state of city through competition.
- b) To develop sense of responsibility ~~and~~ among metropolis.
- c) To enhance community engagement in metropolis.
- d) To serve as a startup to conduct sanitation programs in fun and engaging way.

4. METHODOLOGY

Our methodology for weekly sanitation competition involves targeted programs in pollution hotspots like Ratnapark, New Buspark, Tripureswor, Koteshwor, Kalanki, Balkhu etc. To ~~incent~~ ensure active participation, we plan to hand over a weekly cash prize of 10 thousand to the individual collecting most waste. Funding for these prizes will be sourced through sponsorships from local business. We seek assistance from Kathmandu Metropolitan to facilitate coordination, logistical support and ensure the success of this community driven initiative addressing the pressing sanitation issues in the city.

Reporting Technical Information

(Report writing)

General report, status Report (positive memo), white paper

* General Report

→ Objective description of events / activities of given format.

Format of general report:

1. Preliminary Part
2. Report proper
3. Appendix part

1) Preliminary part

A. Cover page

(Title, submitted ^{to} by, submitted by, Date & place)

B. Acknowledgement

C. Letter of approval (if needed)

D. Lists of abbreviation

E. Lists of illustrations (if needed)

F. Table of contents

G. Abstract/Executive summary

2) Report paper

(i) Introduction

i.1 About your office

i.2 About the project

(ii) Statement of problem

↳ in past perfect

(iii) Objectives

Our objectives were: - - -

(iv) Methodology

OR - - -

- Primary : interview, focused grp discussion, physiological test, questionnaire, lab report
- Secondary : (Journal, book, articles, biography) written by other people. / - Findings, positive & negative conclusion, recommendation

- - Project procedures / Activities:

Following methods were applied to complete project:
Conclusion, Recommendation

3. Appended part

1. Works cited / References
2. Required legal documents.
3. Table/charts (if needed)

- Q) Assume that your office recently concluded a conference on Emerging issues of on computer Engineering"; Now write a report highlighting key aspects and activities.
write introduction, statement of problem, objectives, methodology, budget, outcomes, conclusion.

A REPORT ON
~~EMERGING~~ ISSUES ON COMPUTER ENGINEERING

Submitted to

The Chairperson
E soft Company
Pulchowk, Lalitpur
Tel: 01-221155

submitted by

Manager
Adhikari Groups Pvt. Ltd.
Baneshwor, Kathmandu
Tel: 01-334400

January 14, 2022
Kathmandu

1. INTRODUCTION

Adhikari Groups Pvt. Ltd. is a leading IT company of Nepal established on 2010 AD with a motive to uplift the IT sector of Nepal. It is located on Baneshwor, Kathmandu. The company has demonstrated a steadfast commitment to uplift the sector to make the better country. Recognizing the transformative potential of computer engineering, Adhikari Groups has actively sought avenues to contribute to industry's growth and development.

The recently concluded conference on emerging issues in computer engineering served as a dynamic platform for professionals, researchers and enthusiasts to delve into evolving landscape of this rapidly advancing field. With participants from diverse backgrounds, the conference aimed to foster collaboration & knowledge exchange.

2. STATEMENT OF PROBLEM

In face of unprecedented technological evolution, computer engineering confronts multifaceted challenges. The conference addressed issues such as cybersecurity threats, the integration of AI and ethical implication of emerging technologies, aiming to dissect these problems and explore potential solutions.

3. OBJECTIVES

- (i) To analyze challenges in computer engineering and explore innovative approaches.
- (ii) To facilitate networking & collaboration among participants.

V.MF Status Report :

Status Report is a short report in form of memorandum. It describes the status of a project/activity.

* Format:

- * Title (possibly at the centre)
- * To : Receiver's name / Post / Department
- * From : Sender's name / Post / Department
- * Date :
- * Subject

* Main body:

- Background / Introduction (in brief) of the project
^{1st para} → what activities have been completed?
→ If you have ~~any~~ encountered any issue regarding the project?
→ Actions to be taken to resolve the issues/problem
→ Writer's plan for incoming weeks/months
(outlining the plan for remaining duration)

1st para: work completed

4 sentence

2nd para: work remaining

4 sentence

3rd para: c. Assessment (Revisiting work)

2/3 sentence

D. Conclusion

2/3

E. Recommendation

2/3

Q) Assume that you have been deployed to Pokhara Metropolitan city for a research by your office on finding out the people's awareness on using digital technologies. Now, write a status report to the manager of Research & Development Department mentioning the work completed, work remaining, assessment, conclusion & recommendation.

A PROGRESS REPORT

ON

CHECKING USE OF DIGITAL TECHNOLOGY

To : The Mayor, Pokhara Metropolitan City

From : A

To : The Manager, Research & Development Department, Adhikari IT solutions.

From : Arpan Adhikari, Field work manager, Adhikari IT solution

Date : 24th January, 2024

Subject : Progress on the research regarding the check of digital technology.

A. WORK COMPLETED

I am writing this status report to inform you about the progress on ongoing research about proper use of digital technologies conducted by Adhikari IT solutions. Adhikari IT solutions is a leading IT research company established on 2001 AD, with a motive to uplift IT sector of Nepal. As the research started from 17th January, In about 8 days, we have conducted surveys on populated junctions of Pokhara city. Furthermore, we have completed Q&As, questionnaire, interviews with the common people of the city.

B. WORK REMAINING

With the completion of 55% of the days of total days in research, still 45% of the works are due. We plan to furthermore conduct our works on remaining 7 days. We plan to organize street programs with our marketing partner Adpad media, for publicizing our campaign.

* White Paper

Smarts
write defn & description of
format.

A Technical white Paper

Q. What is "white paper"?

→ A white paper is an information paper about a particular topic/service/product often used as a marketing tool by corporate sector.

~~short note:~~

Purposes of white paper:

- To inform readers
- To educate them about the advantages of a new product or service
- To persuade them that this innovation is the superior solution to a particular problem.

Outline of a white paper:

1. Title

2. Abstract (length = 1 paragraph) (10 lines)

3. statement of problem (2 paragraphs)/3 para

4. Description of the solution

5. How product/service solves the problem (points)

6. Conclusion

~~Q)~~ write a white paper on your product/service

Q) Imagine that you are the marketing manager of your company. You have introduced a new product or service recently. Now you are organizing a press meet before supplying the product/service in the market. So, write a white paper on the product for your targeted audience/customers.

A White Paper On Apple iPhone 15

* Abstract

This white paper addresses the challenges posed by outdated mobile phone technology, specially focusing on issues such as manual operation, lack of advanced features, software malfunctions, subpar camera quality, insufficient display capabilities and heavy, less durable bodies. In response to these problems, the paper introduces Apple iPhone 15 as a comprehensive solution. The iPhone 15 boasts an advanced dual camera system, 4K video recording capabilities, safety features like Emergency SOS via satellite, a powerful lithium battery & titanium build for durability. The paper highlights product's significant contributions to solving identified problems & enhancing user experience.

* Statement of Problem

With the advancements in technology, the conventional way of operating mobile phones manually has been outdated and troublesome. To mitigate the lack of good features in our previous product has been a great matter of concern for us. We have seriously looked upon the bugs and software malfunction.

Due to the ~~task~~ arising need of better photography and good

cinematography, people are focusing to rush for the purchase of mobile phones having better cameras. But, the another important factor, good display and processing speed gets lagged behind. Battery life of the previous released products have relatively been less durable. Another aspect of metal body which makes the mobile phones heavier has been a concerning subject.

* Description of Solution

With these problems aroused, there is a need of a product that can nullify ~~the~~ the problems. There is a need of product that can handle a good photography in high definition, along with can withstand the high performance for gaming and other power draining works. A product is needed that has real-life matching displays, that is efficient in every sectors. To meeting these expectations, we have launched a power-packed package of specifications in our launch, Apple iPhone 15.

* Contribution of product in problem-solving:

Our launch contributes to the following aspects of evoked problems:

1. Advanced dual-camera system with digital zoom upto 10x, with features like night mode, auto image, stabilisation, panorama, burst mode. Similarly, our phone allows 4K video recording at 24fps, 25fps, 30fps or 60fps which can be used for film-making.
2. Presence of features like Emergency SOS via satellite, crash detection,

roadside assistance via satellite for human safety.

3. 3349 mAh lithium power battery which promises 19 hours performance for hectic works, the battery also supports fast USB-C charging
4. Titanium build body which makes mobile very resistant to both corrosion and extreme temperatures.
5. The iPhone 15 features a 6.1 inch (155 mm) display with super Retina XDR OLED technology at a resolution of 2556 x 1179 pixels.

* CONCLUSION:

The iPhone 15 redefines mobile standards by addressing manual operations, outdated features and hardware limitations. With advanced technology, safety features, and a focus on user experience, it sets new benchmarks in performance and reliability.

- Punctuation types

Writing Instructional Documents

(How-to' documents)

- User's Manual
- Procedures
- Instructions

Include:

- * Brief introduction of the product.
- * Description of the processes step-wise
- * Sub-divide the steps
- * Illustrate the processes
- * Page layout
- * Know your users
- * 'Do' document usability test

Q) Assume that you are the communication manager of your office. Your company is launching a new product in market this week. Now, write a comprehensive 'User's Manual' about the product/service for your targeted users.

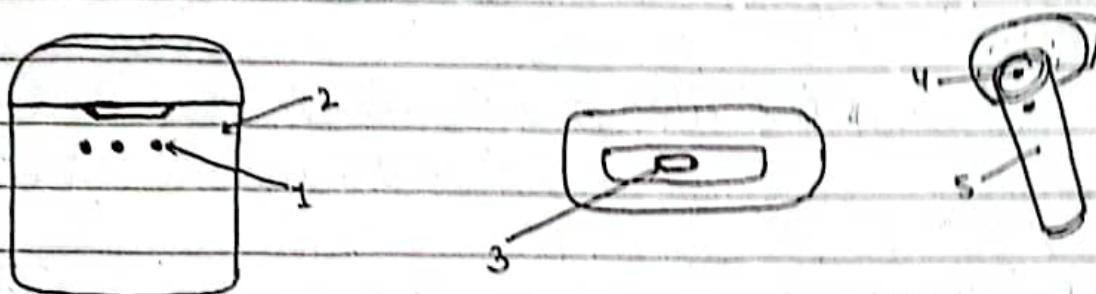
SOP

AIRDOPES 131

USER MANUAL

Hi there,

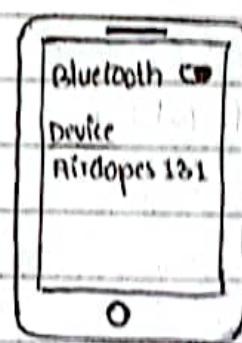
Get ready to get yourself soaked in musical bliss with your own pair of boat Airdopes 131. Consider this user manual as a guiding towards the musical journey. As knowledge of device connectivity and proper use is must to be, we strongly recommend you to go through this manual.



1. Indicator lights
2. Charging case
3. Charging port
4. Indicator light for Earbuds
5. 1x pair of Earpods

CONNECTIONS:

Step 1: To automatically switch the earbuds on (smart Power on) simply open the lid of charging case. In this case IWP (Insta Wake N' Pair) technology enables earbuds to connect automatically, and get connected to last connected device.

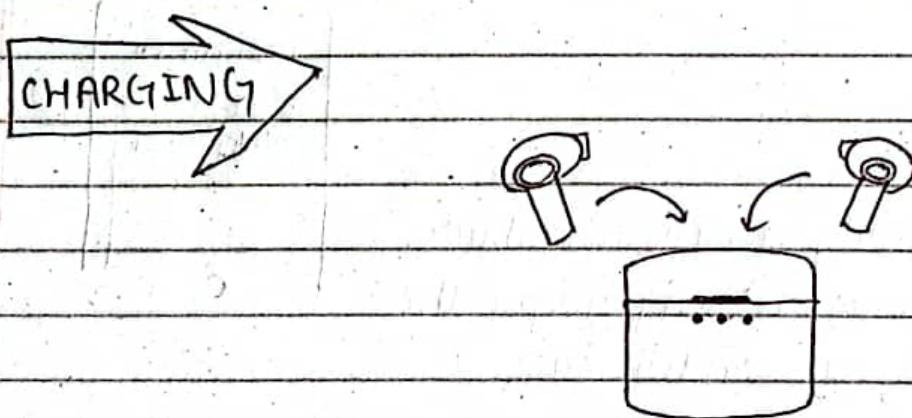


Or,

For first time usage, open the lid and open bluetooth on mobile phone to connect to the earbuds.

BASIC FUNCTIONS

- Voice Assistant: Long press MFB on each earbud to activate.
- Answer/Hang up call: single press MFB on either earbud to answer/hang up call.
- Play/Pause Music: single press MFB on either earbud to play or pause music.
- Next/Previous Track: when playing music, double press on right earbud to play next track & double press on left earbud to play previous track.



- Insert earbuds back inside the case in correct orientation.
- The indicator light will represent the charge of earbuds.
- For charging case, plug case by using Type-C charger.

Ethics at Workplace:

- * Understanding / concept / meaning of ethics
 - * Professional ethics (ethics at workplace)
 - * How is ethics related to Technical communication?
 - copyright / trademarks / Patent / Industrial design
 - * Writing ethically
 - * Understanding the background of the readers / audience
 - Age / gender / education / class / profession etc.
 - * Ethics for students
 - Following the terms of the university / college / research in exact sense.
- Q. Discuss the notion of ethics at workplace.
Q. Write short note on student's ethics
(Supply examples)

short note

Date _____
Page _____

Researching Technical Subjects

1. Identifying a research gap
2. Developing research questions regarding the gap.
3. Literature Review to garner knowledge to get conceptual knowledge about the topic or issue
4. Understanding the suitable theoretical framework
5. Selection of appropriate research framework/modality.
(Theory + research methodology)
↓
Primary & secondary methodology
6. Data processing and interpretation/Analysis
7. Generating findings
8. Conclusion (concluding research findings)
9. Generalization
10. Publication

Technical communication, Audience, Purpose & Genre:

* Understanding Technical communication

Activity of creating & publishing specialized information non specialists to understand and use to accomplish some task.

Technical communication might be verbal or oral presentation in a class or through telephone visual form.

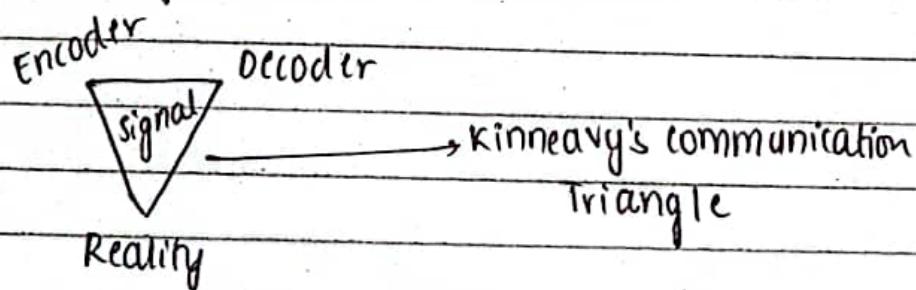
Examples:

- computer manuals
- Assembly instructions
- Research articles
- Training films, tutorials, etc.
- wikkies or user groups

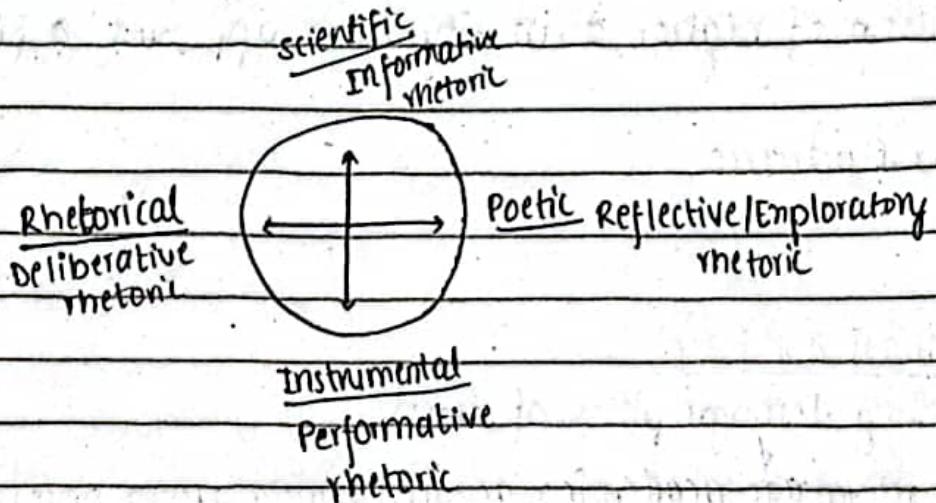
* Differences of technical communication & other form of writing.

- a) content
- b) writer
- c) User/audience
- d) objective
- e) feedback
- f) subject matter
- g) style of writing

* Traditional model of communication



* Beale's Model of communication



Audience:

Meaning: Audience are listeners, users of technical communication matters.

Examples: In a speech, audience

In a book, readers etc.

* 5 types of audience:

1. Primary audience

(The targeted user) Major group of audience

2. Secondary Audience

Those who use documents as reference only.

3. Initial audience

The individual who will approve the document

(3, 4, 5) → On basis of authority

4. Gatekeeper Audience

A supervisor of higher authority who approves & finally.

5. Watchdog Audience

* Learning about audience

→ Understanding demographics of users

nationality, religion, age, academics, gender, financial status, profession, marital, geographical aspects, language, race, culture, socioeconomic background

→ Interviews - user, experts, observe & create user profile

Purpose of technical communication

- (i) Information sharing
- (ii) Instruction
- (iii) Orient
- (iv) facilitation
- (v) Persuasion
- (vi) Interaction

Genre of Technical Communication :

1. Procedures & Instructions

5. Letters

2. Manuals

6. Proposals

3. Reports on technical matter

7. Memos

4. specifications

8. Presentations

Features of New Genre

1. style
2. structure
3. Register (level of language)

~~P~~RESENTATION SKILLS

1. Personality / look (cloth / attire / overalls / dress up)
2. Rehearsal of the topic
3. Eye contact
4. Gesture / facial expression
5. Posture
6. Space distancing
7. Language quality
8. Q&A session