

Q. No: 01

Dear Sir or Madam,

I am writing this letter in connection with a letter that I received from your bank two days ago. In the letter, you stated that I am \$240 overdrawn and due to this, I will be charged \$70 which would be deducted from my savings account. I can assure you that I have not overdrawn any amount and it must be a mistake from the bank's end which you must scrutinise before imposing on me the overdrawn charge.

As you know, for the last eleven months, I have been paying \$300 monthly instalment for a car loan that I took from your bank. The monthly instalments are taken directly from my savings account. However, last month I paid the outstanding amount of the loan and settled it with the bank. I even wrote to the bank instructing that I have fully paid my car loan. I received a letter from you acknowledging my request, but, for some reason, nothing was done about it. Another \$300 instalment has been paid to the loan this month and this is the reason I am shown overdrawn in my statement. I am attaching the statement with this letter.

Q. No: 02

Today, the computer has become an indispensable tool in our day-to-day activities. In fact, we find it very difficult to get through a working day without it. In this essay, we will discuss the usage of computers in the foreseeable future. Also, we will analyse how this dependency will have negative impacts on the society.

To begin with, computers can be used in performing daily chores at the house. For instance, cleaning of the home can be done with the minimum effort and time with the advent of robot maids. In addition, teachers can use computers for teaching their students by staying at their own place. In other words, tutors can arrange multiple classes in different cities at the same time by the help of this tool. Thus, it is obvious that the computer can be used in household work as well as for teaching purpose in the coming future.

However, inordinate usage of this tool has many disadvantages. First of all, human beings will be replaced by this machine leading to the increase in the unemployment which is intrinsically tied to the rate of the crime within the nation. Furthermore, the absence of physical presence of teachers in the classroom can raise the problems of discipline within the students. In other words, social development of these pupils will be

harmed and thereby, will cause a hindrance in the nation's social growth.

From above, it can be seen that computers will be used for various activities at home as well as at educational institutions in the future. But, excessive utilisation of this machine can boost the issues related to job causing rise in the crime and afflict the young people's development. It is thus hoped that people will be made aware of the harmfulness of relying too much on computers.