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## **ASSIGNMENT 10: WRITING DAILY REPORT**

due date: as written on e-learning

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### **Guidelines**

1. You are allowed to use a dictionary (or an online dictionary), and you are welcome to ask me if you have any questions.
2. At the end of your task, you will be assigned randomly and asked to assess the work of one of your classmates.
3. Submit your assignment by submitting the pdf file on e-learning, with the naming “Ass-10\_\_two-last-digits-of-your-NIM\_your-nickname” (example: Ass-10\_\_28\_Indah).

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*I hereby certify that I am ready to accept all the consequences if any fraud is found in carrying out this assignment.*

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## Problems

1. Karam and Natasha work for the ComHelp company. The company provides IT services to customers. Karam and Natasha work in different areas of the city. Every week they write a report for their boss. Read their notes.

Complete the table with your own note, depending on the activities you did last week related to work or college.

	Monday	Tuesday	Wednesday	Thursday	Friday
Natasha	called CISCO about a training do paperwork	went to British Council to install new software	attended the training on network cabling	day off	had a meeting with the team
Karam	went to TESCO to fix Cat6 cables	set up LAN in a paper factory	day off	installed an audio/video server in Welcare hospital	
You					

2. Based on the note, write a short report about your activities last week. Use past tense in the correct way.
3. Work in pairs, and make a short video to roleplay the following situation.

**Scenario:** You are explaining to your boss why you were not in the office. Create two videos, Student A acts as the worker, and Student B acts as the boss, then exchange the roles. Upload your video on Youtube. Include the link of your video and the name of your partner in the pdf file.

Student A	
Wednesday	morning – worked at home afternoon – went to the dentist
Thursday	morning – went to a company to check their network afternoon – installed network security at the company

Student B	
Monday	morning – attended a training course at the college afternoon – went to the doctor
Tuesday	morning – worked at home afternoon – was off