

Stamford University Bangladesh
Mid-Term Examination: Summer- 2021
Course Title: Technical Writing & Communication
Course Code: ENG 137, Course Teacher: Aleeya Tamzida
Program: C.S.E, Batch No: 69 A

Assignment (as a part of Midterm Examination) on Writing Skills

Marks 10

Do the assignment and submit it into Google Classroom Classwork section on the day of Midterm Examination of this course. The assignment should be hand-written.

1. Situation: Your university is going to arrange a programme on 16 December to celebrate the Victory Day. You are working as the ‘Students’ Coordinator’ for the programme. The venue is the ‘Auditorium’ of Siddeswari campus. Total duration of the program is 4 hours (9a.m-1 p.m.). Discussion session will be held from 9 a.m. to 10:30 a.m. and cultural programme will be held from 10:30 a.m. to 1 p.m. The Vice Chancellor will be the ‘Chief Guest.’

Task: Now write a **notice** to inform the students of all departments about the programme. **5**

2. Situation: You are Training Officer at Global Insurances Ltd. You have arranged a three-day training session for the employees of your Call Centre and you have already sent out the schedule for the training session. You have just received a message that the hotel you booked has been closed due to a problem with the electricity.

Task: Write a **memo** to all staff attending the training session. Inform them of the situation. Tell them that you have already arranged another hotel and give them directions to get there and apologize for the change in plan. **5**