

“MEMORANDUM “

To: Admin Department

From: CS Department

Subject: Sports Week Suggestions

Date: March 3, 2023

Dear Sir/Madam,

I am writing to provide some suggestions for the upcoming Sports Week in our university. As a student who is passionate about sports, I believe that the following activities could make the Sports Week more exciting and engaging:

Organize a Sports Day :

A day dedicated to various sports competitions, such as athletics, football, basketball, volleyball, etc. This will not only promote a healthy lifestyle but also foster teamwork and sportsmanship among the students.

Inviting Professional Athletes :

Inviting professional athletes to give talks or conduct workshops can inspire and motivate students to take up sports seriously. It can also be an opportunity for the students to interact and learn from the experts in the field.

Inter-Departmental Sports Tournaments:

Organize sports tournaments between different departments in the university. This will create a healthy competition among the students, promote team spirit, and develop a sense of belonging ness to their respective departments.

Fitness and Wellness Activities:

Along with sports tournaments, organizing fitness and wellness activities such as yoga, Zumba, and meditation sessions can help students relax and rejuvenate after a hectic day.

Sports Quiz and Debate:

Organize a sports quiz and debate competition to enhance students' knowledge about various sports and their rules. It can also help them develop critical thinking skills and confidence in public speaking.

I hope these suggestions will be taken into consideration and implemented during the Sports Week in our university. Thank you for your attention.

Sincerely,

CS Department.

Name : Ali Haroon

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