

Course ID: BIT 113

Course Name: Business English

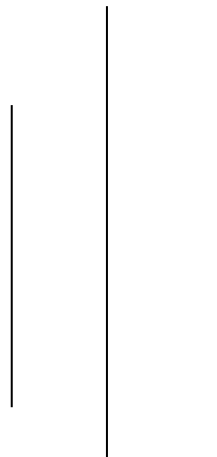
Program: BIT FALL 2019

Semester: 1 Year/ I Semester



COLLEGE OF MANAGEMENT & INFORMATION TECHNOLOGY

BACHELOR IN INFORMATION TECHNOLOGY



ASSIGNMENT

Submitted by:

Name: Sunil Kumar Goley Tamang
Semester: First, Fall 2019
LCID: LC00017000862

Submitted to:

Name: Lincoln University Year/

Date: 2020.06.03

1. You are an officer in an organization. Your organization has decided to call on a meeting to discuss on important issues. Write a memorandum to your staff indicating at least ten agenda in details.

➤ From: The Administrative officer, Ramesh oli
To: All staff concerned
06.01.2020

Change in rules and regulation.

All staff concerned are hereby notified that the new rules and reporting and departure time has been changed, effective from 12 June, 2020.

The office arrival time was 9 am and departure time was 4 pm due to the excessive increase in temperature in the month of March. Keeping in view that the work load has increase and the temperature is increasing and we have found that there is violation of rules and regulation in our department. So, we have decided to prolong working time and implementation of new rules.

Following are some rules agenda:

- Punctuation
- Hard-work time
- Formal clothing
- Hairstyle
- Lunch time
- Smoke zone
- No vulgar words
- Politeness
- Respect towards women
- Respect the boss

I expect all our staff co-ordinate and co-operation in this regard. Please feel free to make any enquiry required at the HR department.

Thank You



2. In an advertisement you came to know the vacancy announcement of a company. Apply for it. Invent the necessary details yourself.

➤ 5, Boudha-Jorpati
Kathmandu

06.01.2020

The HR Manager
Nepal IT Solution
Baneshwor, Kathmandu

Subject: Application for the post of Networking Operator

Dear sir,

I am applying for the post of Networking Operator. I came to know about the vacant post through your website when I was reading your websites posts.

I found the post interesting because I love networking and I find it really fun. My one the best hobby is to go through networking obstacles and solve it. I love surfing through internet and can handle traffic and other networking problems faced by many customers. My another best feature is communication as I have done intern in Global institute for more than 5 months and I have participated in different programs and seminars as volunteer. I have worked as network administrator at my brother company for 2 years and like to do something on my own so.

I hoped to have a positive response from your company if you find me fit for that post.

Thank You

Sincerely Yours

Asbin Raut