

Course Code: 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:

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Year/ Semester: First, Fall 2019

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Submitted to:

Lincoln University

Date: 2020.06.27

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

Solution:

From: The Administrative department

To: All the staffs concerned

15.04.2020

Change in rules and regulations at workplace.

It is to inform to all the staff that due to some problem of office, we are having some changes in duty timing, facilities, and safety. In order to manage some difficulties created by the customers and employee organization at office as well as for training on safety at workplace this meeting has been scheduled.

Following are some more discursive agendas:

1. Changes in office worktime.
2. Addition of trained employee.
3. Overtime provided to staffs has been continued.
4. Compulsion on safety.
5. Safety and hygiene training for all.
6. Provision of safety equipment for front end assistance.
7. Cancellation of duty for Intern/trainee staffs.
8. Recruitment of health person.
9. Changes in dressing pattern of all staff
10. Regular health checkup before entering work premises.

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

Solution:

Chabahil, Kathmandu, Nepal
13.01.2020

The HR Manager

Candy Solutions pvt. Ltd.

Babarmahal, Kathmandu

Subject: Application for the post of IT Assistant.

Dear sir,

I came to know from your official website that there is a vacant post for the post of IT Assistant and I would like to apply for the post.

I am a student having post-graduate degree in information and technology with previous experience of 6 months as a trainee in a class commercial bank of Nepal as a junior network officer.

Hopping for a positive response.

Thank You!!

Sincerely Yours:

Bishal Bhattarai