FACULTY OF COMPUTER SCIENCE & MULTIMEDIA

Program	**: Bachelor of Information Technology (Hons.)**
Course	**: BUSINESS ENGLISH**
Course Code	**: BIT 113**
Year/ Semester	**: I Year /I Semester**
Assessment	**: Assignment**
Weightage	**: 20 Marks**
Date	**: 11thMay2020–Monday**

<u>Instruction to candidates</u>

1) Plagiarism - The University will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced.
2) Times New Roman, font size 12, alignment justified and 1.5 line spacing
3) Header to indicate: course Code & Name on the top left and Program and Semeser on the right
4) Footer to indicate: Page numbers on the bottom right
5) Kindly save your file in PDF format

Answer the following questions

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.

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

****BEST OF LUCK****