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

28.05.2020

Change in rules and regulations at workplace.

It is to inform to all the staff that due to the pandemic of COVID-19 we are having some changes in duty timing, overtime, facilities, and safety regulations. In order to protect oneself and trying not to spread to other as well as for training on safety at workplace this meeting has been scheduled.

Following are some more discursive agendas:

1. Changes in work shift.
2. Transportation service has been abandoned.
3. Overtime provided to staffs has been discontinued.
4. Compulsion on mask and sanitizer use.
5. Safety and workplace 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

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

SOLLUTION:

kapan, Kathmandu, Nepal

05.05.2020

The HR Manager

Leapfrog Solutions pvt. Ltd.

jorpati, 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