**JAVAIRIA REHMAN**

**19P-0020**

**BS(CS) 19-5A**

**“technical and business writing”**

**7c’s worksheet**

**First email**

**Reaction:**

* It is not professional email,it is written unprofessionally
* Instead of “as you know” there must be “dear all”
* Instead of tomorrow proper date should be mentioned
* “donuts will be provided ” is extra there must be clear proper detail about refreshment or in formal way it is not necessary to mention about it
* if it already mentioned “bring all materials and enough copies , it is not required to mention list of materials again.
* Last three lines are extra there should be concluding lines and other message must be part of another email

**Writing according to 7 cs**

Subject meeting reminder: tomorrow 12th October 2021 at 10am.  
Dear all,  
It’s a reminder for you that meeting will be tomorrow 12th oct,2021 at 10 am sharp to discuss the status of all our current projects. Kindly bring enough copies of materials you are working on this week so everyone could get it  
Thank you  
Regards: Mr. haris  
 Head of HR department

**For second message another mail should be generated.**

Subject request: parking permissions  
Dear all,  
It’s a reminder for you that your parking permit requests are due later this week. Either submit it to Ms. Jones on her desk or email it to her if she is not available at her desk.

Thank you  
Regards  
Mr. haris  
Head of HR department

**Memo format:**

National university of computer and emerging sciences Islamabad

INTER OFFICE MEMO

No.17-HR/20

From: Javairia Rehman student of batch 19

TO: Dr Suleman

Cc: Project head,

September 26, 2021

Subject meeting reminder: tomorrow 12th October 2021 at 10am.

Dear all,  
It’s a reminder for you that meeting will be tomorrow,12th oct,2021 at 10 am sharp to discuss the status of all our current projects. Kindly bring enough copies of materials you are working on this week so everyone could get it

Mr. ABC

**Email for extension of**

**deadline**

**Formal letter format:**

Javairia Rehman Student of batch 19  
National university of computer and emerging sciences

Fsd/drf/26/21  
Date: 26th September, 2021

Mr Zain ul Abideen,  
Associate Professor,  
FAST NUCES.,  
25000 Peshawar.

Respected sir,

I request you to give me additional time for the assignment #2 due on Thursday 27th September 2021 at 12pm. I was working on it but my transformer was shorted and there was no light since 2 days.

I would hope to complete this assignment by Friday 1st October 2021. Therefore kindly grant me few more days to complete this task.

Thank you.

Sincerely

xyz

**Parts of speech**

**Paragragh**

What about communication? We live in the year 2019 and you could say we live in the most tech savvy

times. We are blessed with smartphones and quick computers to reach anyone at any time. Most would

say we can communicate in many efficient ways like social media and texting. 91% of Americans have a

cell phone and aren’t afraid to us them but is it really a blessing? Technology has changed the way we

speak and act; we are obsessed with our phones, we cannot socialize face-to-face, and have lost our

imagination. Technology has changed the way we speak and act because we are obsessed with it. How

many times have we seen on the news when apple comes out with their new product lines and tents on

the sidewalks? Too many; and it is because we want the new technology and it consumes us. 67% of

people say they continuously check their devices even without an alert.

**identification**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Noun | Pronoun | Conjunction | Interjection | Verb | Adverb | Preposition | Adjective |
| Communication | we |  |  | Could, cannot socialize | Most, anytime | in | Efficient, obsessed |