**JAVAIRIA REHMAN**

**19P-0020**

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

**“technical and business writing”**

**7c’s worksheet 1**

1. **She is both my friend and lives in the neighborhood.**

She is both my friend and neighbor.

1. **After proofreading every word, the memo was ready to be signed.**

After proofreading, the memo was ready to be signed

1. **Ahmad, when he first saw the bull pawing the ground, ran.**

Ahmad ran when he first saw the bull pawing the ground.

1. **It may be possible that sometime in the near future the situation is likely to improve.**

It may be possible that the situation is slightly improve in future

1. **You neglected to send us the size so the order can not be completed.**

As you did not gave us size we were unable to complete your order

**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

**Email for extension of deadline**

Javairia Rehman

student of batch 19

FAST National university of computer and emerging sciences

Date: 26 september 2021

Respected sir,

I request you to give me additional time for the assignment #2 due on thursday 27th sep 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 octuber 2021. There fore kindly grant me few more days to complete this task.

I shell be thankful to you

obediently,

Javairia rehman