

**Assignment 2**  
**Technical and Business Writing**  
**DS-N**

As an undergraduate student and a head of a student body, plan a feasibility report for hosting an event at your university campus. Deliberate and describe the nature of the event in your feasibility report along with the details of external and internal parties involved. Include a detailed working of the event from its need/market analysis or desirability to its viability and cost analysis along with presenting a summary of your findings and recommendations as well.

- ★ For devising the feasibility report, please use the worksheet shared earlier with you to deliberate contents of your report.
- ★ Address your report to the Director of the FAST-NUCES Islamabad campus.
- ★ The report must include all requisite sections of a feasibility report so ensure that you have specified them and developed them within your own report sections/headings as well.
- ★ Be sure to include all relevant **visual and graphic aids** in the body of the report as well.
- ★ Follow the listed style and design guidelines for the report:
  - **Font style and size:** Times New Roman; 12pt. for content; 14pt. for headings
  - **Line spacing:** 1.5pt
  - **Alignment:** Justified
  - **Margins:** 1.5-2inch on left side; 1inch on all other sides
- ★ The assignment will be pairwork. You will submit both **hard and soft copies** of this report. Please ensure your names are mentioned clearly on the draft submitted.
- ★ **Due date: 4<sup>th</sup> December 2021 Soft copy: 11:59 PM; Hard copy: 6<sup>th</sup> December 2021 8:30 AM**

Note: The scoring and evaluation criteria for this assessment will be shared with you soon.