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|  | **BAHRIA UNIVERSITY, (Karachi Campus)**  *Department of Software Engineering*  **Assignment 2 - Spring 2021** |  |

COURSE TITLE: **Communication Skills** COURSE CODE: **Csc-320**

Class: **BCE / BSE- A** Shift: **Morning**

Course Instructor: **Nasir Ullah Khan** Time Allowed:  **1 Day**

Submission Date: **4/6/2021** Max. Marks: **08 Marks**

**Email Writing Task:**

As the **Human Resource Manager** of **Sterling Enterprises** prepare a Notice through **email** for staff meeting including the following information: [**CLO-3]**

**General information:**

Subject / Title, To, From, Date, Time, Venue

**Additional information:**

Remind the staff that they should come prepared to discuss the following matters and to bring any documents necessary.

(1) The budget for the year.

(2) New sales voucher to be introduced.

(3) Suggestions for the improvement of customer services.

**NOTE:**

**While writing follow the given instructions for good marks:**

1. **Apply 5 Smart ways of writing to your Email writing Process.**
2. **Mention about attachments if any.**
3. **Properly use P.S and N.B in your Email for more clarity.**
4. **Use 7 Cs of writing effectively.**
5. **Format it properly for better representation.**

**Email**

To: Staff of sterling enterprises

Subject: Discussion Related To Improvement And Budgets

Dear staff members,

Hope you all are doing well, I believe that everything is easy and manageable when we work together, as you all know that changes and further improvements can only be made when we take steps for it.

As you all know that keeping our budget of the year is our first priority so I’ll request you’ll to come up with different and suitable ideas that how could we maintain our budget and how can we manage it in a best manner, we need to identify our goals so for that requirements for budget are required, bring some great ideas and data needed to set new budget.

Effecting installation helps workers and people to cooperate and work more efficiently therefore introducing new sales voucher is our necessity and priority too, I hope you all will have ideas for that as well and we’ll planned research is required too for the meeting.

Lastly you know every sector and every organization needs improvement so according to you how can we bring changes and how can we make our customers more satisfied and interested, all these points are important to discuss and contribution and ideas of every member is necessary.

Thanks ,

Human resource manager