



Quaid-e-Awam University of Engineering,

Science & Technology, Nawabshah

23 BS Artifical Intelligence

*Assignment#1*

*FUNCTIONAL ENGLISH*

Student Name : Bushra Attaria

Roll No. : 23-AI- 07

Date : 21-feb-20244

Q no. 1: Write an application as a Lecturer in any University.

Bushra Attaria.

H:No.B-991 Muhalla Family Quarter Liaquat Market .

Nawabshah , Pakistan, 67450

Bushrakhanum667@gmail.com

0319732069

21th-feb-2024

Dean

Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah.

Quest, Haqani town Nawabshah, Shaheed Benazirabad, Sindh.

Nawabshah , Pakistan, 67450

Dear Dean,

I am writing to express my interest in the post of Lecturer in English at Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah , as it advertised in the news Paper daily Dawn. With a strong background in English , I am excited about the opportunity to contribute to the academic community at Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah.

**My Bio-Data is as under:**

Name: BUSHRA ATTARIA

Father’s name: Muhammad Gulzar khan

Surname: yousuf zahi pathan

Date of Birth: 27-09-2004

Domicile District: Shaheed Benaziabad

Education Qulification: BS.English,from Quest,Nawabshah

During my tenure at Quest I was involved in English laguage research work. These experiences have not only refined my pedagogical skills but have also allowed me to engage with students from diverse backgrounds effectively.

I am particularly interested in [mention any specific projects, research, or initiatives] at [University Name] and am eager to contribute my expertise to further enhance the academic environment. Moreover, I am committed to fostering an inclusive learning environment that promotes critical thinking and intellectual growth among students.

Enclosed is my curriculum vitae, which provides additional details about my academic background and professional experiences. I would be delighted to discuss how my qualifications align with the needs of Quest in more detail during an interview.

Thank you for considering my application. I look forward to the opportunity to contribute to the esteemed academic community at Quest.

Sincerely,

**Bushra Attaria**

Q no. 2: Write a letter to District Police Offer (DPO) of your District Complaining about threatening Law and Order situation in your Local area.

Subject: Urgent Complaint Regarding Threatening Law and Order Situations in Nawabshah.

Dear District Police Officer Dilawer Khan ,

I am writing to bring to your immediate attention the alarming and threatening law and order situations prevailing in our local area. As a concerned resident of Nawabshah , I feel compelled to address the escalating incidents of crime and violence that are endangering the safety and security of our community. Over the past few Monday , there has been a noticeable increase in criminal activities such as., robberies, drug dealing, vandalism. These incidents have instilled fear among the residents, making it difficult for us to go about our daily lives without worrying about our safety and well-being. Furthermore, the lack of visible police presence and patrolling in our area has emboldened perpetrators to continue their unlawful activities with impunity. Despite several complaints lodged by concerned citizens in the past, little to no action seems to have been taken to address these pressing issues effectively.

Therefore, I urge you to take immediate and decisive action to restore law and order in our local area. This may include:

1. Increasing police patrols and surveillance in areas prone to criminal activities.

2. Conducting thorough investigations into recent incidents and apprehending the perpetrators.

3. Collaborating with community leaders and residents to establish neighborhood watch programs and foster a sense of vigilance and unity.

4. Implementing preventive measures such as installing CCTV cameras in strategic locations to deter criminal behavior.

It is imperative that swift action is taken to curb the rising tide of crime and ensure the safety and security of all residents in our locality. We rely on the police department to uphold the law and protect our rights as citizens, and we trust that you will prioritize this matter accordingly.

I kindly request a prompt response to this urgent matter, outlining the steps that will be taken to address our concerns and improve the law and order situation in our local area.

Thank you for your attention to this matter.

Sincerely,

Bushra Attaria.

H:No.B-991 Muhalla Family Quarter Liaquat Market .

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Q no.3: Write down your Personal Curriculum Vitae (C.v).

