

# PROFESSIONAL ENGLISH

## Assignment-1

1. Difference between skimming and scanning with diagram?
2. Explain all Writing Methods with example?
3. Describe all modes of speech delivery Methods and its advantage and disadvantage?

## Assignment-2

1. What is Technical Writing and write down Importance features?
2. What is Business writing, it's all format and Structure of businesses letter?
3. Write down a sales letter for selling 100 computer systems?

## Assignment-3

1. Explain format of official letter and its types?
2. Write down a Meeting minute writing regarding Marketing of product i?