

BA.in English
Victoria University of Bangladesh

Final Assessment

Course Code: ENG 407

Course Title: Introduction to Technical Writing

Semester : Summer — 2022

Batch : 45th Date: 06/10/22

Submitted By,

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Submitted To,

Dolon Rani Paul

Lecturer, VUB

Ans to the qus no-1

Not every one gets a chance to study in a public university for study and therefore they have to get admitted to a private university. Some also choose private university for their own comfort. Provided they have financial affordability. For example, students from English medium opt for private universities because the admission test is not solely based on the SSC and HSC syllabus. Others might prefer private universities because it's closer to their residence. Despite many reasons for attending a private university

the immediate thought that occurs to people is that only the students who are choose study in private university. People see the sweat and hard work behind the piled on ~~more~~. It's an fair to not appreciate for the immerse among of work they have to do in other to survive, in costly universities, considering the assumption is not affordable for the majority of the students. Everyone has a different story of the battle they are fighting and ~~some~~ should be demand at least, if not punished.

Date: 08/10/22

From: shahiduddinshuvo@gmail.com

To : queensuniversitycanada@gmail.com

Subject: Application for higher study

Dear : Sir/Madam,

My name is shahid Uddin Shuvo and I live in Bangladesh. I am interested in to study a postgraduate degree in Queen's University Canada.

Since, I would be an international student if I studied your university.

Your sincerely

(Shahid Uddin Shuvo)

BMS - Centre LTD

bmscentre.ltd@gmail

Professional Objective

Energetic and friendly food server with 14 months of part-time experience. Great organizational skills and customer service. Experienced in working in establishments that serve 150+ customers daily. Seeking to leverage skills and experience to contribute to high quality food service part-time at High Street Eats.

Work Experience

Food Server (part time)

Food @unda

Jan 2019 - April 2021

Ans to the ques no-4

In order to be an effective tool, a brochure must be read and get the intended action you desire. This guide takes you through a step by step development of a sales brochure, alerting you to the pitfalls to avoid and designing the brochure to hold a customer's attention. An effective brochure must be read by your target market and make the reader respond as you desire.

Here some ways to make your sales brochures effectively,

1. Understand your customer.
2. Plan your brochure for AIDA.
3. Don't put a picture of your building on the cover of the sales brochure
4. Do use images that are important to your customer.
5. Sell, don't tell.
6. Use headlines and graphics your audience cares about
7. Make your brochure look professional.
8. Use benefits-oriented headlines inside your brochure
9. Use bullet points to focus on the key features of your product or service
10. Focus on readability.
11. Tell them what you want them to do after reading the copy.
12. Give them a reason to act now.
13. Make it easy to respond.
14. Take away the risk.