

Business and Technical English (ENG201)

Spring 2022

Assignment No. 2 Solution

Join WhatsApp Group for VU Solutions or Updates

<https://chat.whatsapp.com/FkEWif10S1HCANglLscAfL>

Q1. Choose the correct option. (2*5=10 Marks)

1. Reports are considered to be legal documents in the workplace and, thus, they need to be _____, accurate and difficult to misinterpret.

- a. indefinite
- b. precise**
- c. general
- d. ambiguous

2. The short, informal, report is usually submitted in the form of a letter or _____.

- a. memorandum**
- b. card
- c. notice
- d. invoice

3. A formal _____ is a way of finding out what a cross-section of people think about something.

- a. interview
- b. observation
- c. survey**
- d. memorandum

4. A _____ is an alphabetic listing of special terms and words with their meaning and definitions.

- a. appendix
- b. bibliography
- c. index
- d. glossary**

5. Many longer reports are preceded by a separate summary of the report overall. Such summaries are often called ‘ _____ ’ because they usually are addressed to decision-makers.

- a. Executive Summaries**
- b. Precise Summaries
- c. Paid Summaries
- d. Business Summaries

Q2: A feasibility report is a document that assesses potential solutions to the business problem or opportunity, and determines which of these are viable for further analysis. According to your understanding name the different parts of the given feasibility report. (2*5=10 Marks)

1.

The report discusses the appliance store’s predicted construction costs and opening costs. However, the actual construction costs accrued \$1,130,000, which was more than the projected construction costs for the project. It was suggested that they must implement other effective budgeting strategies and identify other factors that made the construction costs higher than the projected costs.

Introduction

2.

The report involves the appliance's store estimated budget costs for the construction and for the store to open. Also, it discusses the store's estimated costs to date as of February 18, 2022.

Criteria

3.

The actual construction costs reached an amount of \$1,130,000. Meanwhile the estimated value for the construction costs was \$980,000.

The estimated costs for the store opening and operations, along with the actual construction costs would be approximately \$1,380,000.

Evaluation

4.

The objective of this report is to identify the estimated costs for the construction project of the appliance store. Meanwhile, the actual appliance store construction costs reached an amount of \$1,130,000 which went above the projected construction costs.

Conclusions

5.

Implement other effective budgeting strategies to prevent from going beyond the predicted construction expenses.

Determine other factors that made the construction costs higher than the projected costs, to prepare a sufficient amount for future project costs.

Recommendation