

## TEXT PROCESSING & KEYBOARDING (DES 1102)

### ASSIGNMENT 2

#### Task 1a

As a secretary to Ms Jamie Lee, PR Manager you are required to write this letter to Dato' Fuad, please include all this points in your letter:

1. Invite him to our Charity Dinner on Sat, 10 Sept 200\_ at 0800pm in Damai Club, Kuala Lumpur. Ticket price: RM150 per person
2. There will be a fund collection for unfortunate children in Rumah Bakti, Ulu Klang. Encourage him to donate
3. Performance by well-known singer Ms Ning Baizura
4. Attach the Invitation Card and programme for the dinner
5. Reservation and enquiry, contact my secretary at this number 03-589 2566 ext 22
6. Address your letter to Dato Fuad Bin Abdul Kadir

Managing Director

Guthrie Group

5<sup>th</sup> Floor Wisma Guthrie

Jalan Tun Razak

50000 Kuala Lumpur



(15 marks)

Task 1b

Prepare an Invitation Card and this programme attractively:

Time	Activities
0800	Arrival of guests
0815	Arrival of VIP
0830	Opening Speech by Minister of Health and Education
0845	Performance by Ning Baizura
0945	Traditional Dance by Children from 'Rumah Bakti'
1000	Lucky Draw



(10 marks)

Task 2

Prepare this table as amended and calculate the total amount:  
(Follow the display and the line spacing)

CAR'S AGENT	DESCRIPTION					
	MANUAL			AUTOMATICS		
COLOURS	SILVER	BLACK	INDIGO	SILVER	BLACK	INDIGO
DD GOLDEN JASA VISION DIAMOND						
TOTAL						
GRAND TOTAL						

(10 marks)

### Task 3

Please write a memo to all staff regarding:

#### Medical Leave/MC

- only from general hospital or our panel clinics
- check the list of our panel clinics with our Admin Officer, Ms Candy
- any medical claims, need to produce with bill or receipt from the clinics

#### Annual Leave

- max 5 days per month
- apply at least 7 days before the date
- get the application form and recommendation form your Head of Department

(15 marks)

Answer for Task 2

SALES STATISTICS IN YEAR 2000						
CAR'S AGENT	DESCRIPTION					
	MANUAL			AUTOMATICS		
	SILVER	BLACK	INDIGO	SILVER	BLACK	INDIGO
DD	1	2	5	4	5	4
GOLDEN	4	1	6	6	0	5
JASA	0	4	3	2	4	8
VISION	3	0	6	4	3	6
DIAMON	4	2	4	5	2	6
TOTAL	12	9	24	21	14	29
GRAND TOTAL				109		