

PENANG SANGAM HIGH SCHOOL

YEAR 12 ENGLISH

WORKSHEET 6

A. Register Study

Read the following sample and answer the questions which follow.

UTI Infrastructure Technology and Services Limited

Expression of Interest for Empanelling Agencies for Data Entry/ Digitalisation and Scanning of Document at:

1. Navi Mumbai
2. Kolkata
3. New Delhi
4. Chennai

UTISIL is interested to empanel agencies for Data Entry/ Digitalisation and Scanning of Documents at the aforementioned locations and invites the expression of interest location wise before the 1st of September from the owners of agencies specialised in Data Entry/ Digitalisation and Scanning of Documents.

Criteria:

- The capacity of performing 1000 forms of data entry, scanning, signature and photograph cropping within 24 hours since the data is collected by the firms concerned is mandatory.
- There are to be a minimum of 15 persons manpower owned or hired by the companies interested.

Upon receipt of the Expression of Interest, eligible vendors will be invited for subsequent financial bids on the 11th of September.

UTICIL looks forward to receiving expressions of interest from agencies concerned.

Source: www.seattleofficedevelopment.com

QUESTIONS

1. The main purpose of the above document is to **(1 mark)**
- | | |
|-------------|-----------|
| A. instruct | C. inform |
| B. command | D. plead |

2. State, with evidence, what is required of the target audience of the above document. **(1 mark)**
3. Give an example of a standard expression used in the above document and state its purpose. **(1 mark)**
4. Explain the importance of the use of dates. **(1 mark)**
5. Identify **a** linguistic feature (not already mentioned) typical of this register and quote an example of it from the sample. **(1 mark)**

B. Personal Writing

The theme of this question is **EQUALITY**.

Write a diary entry about what your friend had experienced and express your views on gender discrimination.

THE END!!