

**BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA**

**SEMESTER - IV**

**ALTERNATIVE ENGLISH –MIL - 2023**

**INTERNAL ASSIGNMENT**

**TEACHER IN CHARGE – MADHU SRIWASTAV**

**Full Marks: 20**

- 1. Write a notice on behalf of the BDO asking the people of Bamanpukur to move to safer places in the wake of an upcoming cyclone XYZ which is moving at a speed of 5000 kms / hour and is going to make a landfall around 1<sup>st</sup> of June, 4p.m. - 10 marks**
- 2. Write the minutes and resolution of a meeting from the given notice and agenda- 10 marks**

**NOTICE**

In the wake of COVID 19 all the villagers of Bamanpukur are instructed to maintain social distancing, wear mask and sanitise their hands in public places such as market, bank, BDO Office etc.

Agenda:

1. Distribution of masks
2. Keeping guard in the market place to check gathering of people
3. Keeping guard to check masks are worn properly
4. Keeping guard to check sanitizer is used.