

## Q1: Question 1 -&nbsp;Speed and

Accuracy for 10 minute.  Type the text as

it is Q1a: Question 1 -&nbsp;Speed and

Accuracy for 10 minutes.  Type the text as

## it is.HOW TO WRITE A JOB

## TRANSFER REQUEST

to a division of the company in another city, you should write a job transfer application letter to your Departmental

Head or Human Resources expressing your reasons. Employees may seek a transfer:

&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

to undertake professional development (e.g.

[illegible]

to confront new challenges (e.g. you have mastered all the duties related to your current position)

which has now become routine and you feel the need for a change)

&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;

to break away from unrelenting tension or

conflict within a team

&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;

to cope with a change in life's circumstances (e.g. family illness, marriage, divorce, birth of a child)

&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;

to recover from illness or manage the aging process (e.g. physical pain, fatigue) – in this instance, you may want to request reduced

working hours or lighter duties

&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;

to change the nature of your job (e.g. from

on-the-road to a non-travelling role)

&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;&#xA0;

to repatriate (i.e. return to country of origin) A job transfer request

The job transfer request letter should be written in formal business format with a polite and respectful tone. The employee should keep copies of all communications concerning the transfer request. Note that, if you want to apply for an existing, advertised vacancy within the company, you should fill in the application document, write a cover letter, and treat it as you would an external application.

marksQ2: Question 2:Instruction:&nbsp; Type the following 362 words in double line spacing and in indented paragraph.Q3: Question 3 Instructions: Type the text belowUse single line spacingUse hanging paragraphsUse Arial as font typeUse 14 as font sizeJustify the paragraphsQ4: Question 4Create a footer to show both the page number and e-EXAM, December 2018Create a watermark in your document to read your name. &nbsp;Set the watermark diagonally

(15 marks)