Q1: Question 1 -&nbsp; Speed and

Accuracy for 10 minute.&nbsp; Type the text as

it isQ1a: Question 1 -&nbsp; Speed and

Accuracy for 10 minutes.&nbsp; Type the text as

it is.HOW TO WRITE A JOB

TRANSFER REQUESTIf you want to transfer

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;

to undertake professional development (e.g.

learn new skills or a new line of business)•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

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)

•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

to break away from unrelenting tension or

conflict within a team

•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

to cope with a change in life’s circumstances (e.g. family illness,

marriage, divorce, birth of a child)

•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

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

•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

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

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

•&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

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

made for personal

reasons should state those reasons

clearly and succinctly.

However, you should also highlight

your achievements, strengths and abilities, draw attention to your familiarity

with the organization’s values and

practices, and demonstrate how the company will benefit from the transfer. If appropriate, include a transition plan, which includes

training a new person for your

current job.&nbsp;

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.&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp; &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp; 15

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

&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp; (15 marks)