**Module 1: Effective Communication**

**Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.**

**1. Thank you Email**

**From:** [ayanansari9235@gmail.com](mailto:xyz@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**CC:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** THANK YOU FOR THE LAST LECTURE

Dear **Professor Pooja Keswani**,

I hope you are doing well. I am writing to sincerely thank you for the helpful and engaging final lecture about the **"Effective-Communication"** course delivered on **September 20, 2025**.

Your sessions have been informative, and the last lecture was a perfect conclusion to a truly valuable learning experience. The real-world examples you shared and your thoughtful guidance have broadened my understanding significantly.

Thank you once again for your dedication and support throughout the course. I am grateful for the opportunity to have learned from you.

Warm regards,  
**Ayan Ansari**Frontend Student – Class of 2025

**2. Letter of Apology**

**From:** [ayanansari9235@gmail.com](mailto:ayanansari9235@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**CC:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** APOLOGY FOR NOT WRITING THE E-MAIL IN THE LAST LECTURE

Dear **Professor Pooja Keswani**,

I hope you are doing well. I am very sorry for not writing the email as you instructed during our last lecture on **September 20, 2025**.

I understand it was an important part of the class, and I should have completed it. I will make sure to finish the task and submit it as soon as possible.

Thank you for your understanding. I will be more careful in the future.

Sincerely,  
**Ayan Ansari**Frontend Student – Class of 2025

**3. Email of Inquiry for Requesting Information**

**From:** [ayanansari9235@gmail.com](mailto:ayanansari9235@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**CC:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject: Inquiry Regarding Web Development Workshop Registration**

**Dear Professor Rajesh Nagar,**

**I hope this message finds you well. I am writing to request information regarding the upcoming *Web Development Workshop* scheduled for October 2025. Could you kindly provide me with details about the registration process, fees, and available time slots?**

**If there are any brochures or official links for registration, I would be grateful if you could share them.**

**Thank you for your support. I look forward to your reply.**

**Best regards,  
Ayan Ansari**Frontend Student – Class of 2025

**4. Reminder Email**

**From:** [ayanansari9235@gmail.com](mailto:ayanansari9235@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**CC:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** GENTLE REMINDER: ASSIGNMENT SUBMISSION

**Dear Professor Pooja Keswani,**

**I hope you are doing well. This is a gentle reminder regarding the submission of the *Effective Communication Course – Final Assignment*, which is due on September 21, 2025.**

**I will make sure to complete and submit it within the given deadline. Please let me know if there are any additional instructions or formatting requirements.**

**Thank you for your guidance and support.**

**Best regards,  
Ayan Ansari  
Frontend Student – Class of 2025**

**5. Email Asking for a Status Update**

**From:** [ayanansari9235@gmail.com](mailto:ayanansari9235@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**CC:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** REQUEST FOR STATUS UPDATE

Dear **Mr. Irfan Ansari**,

I hope you are doing well. I am writing to ask for a quick update on the design files for the website project that were scheduled for delivery this week.

Please let me know the current status and if there's anything needed from my side.

Looking forward to your response.

Best regards, **Ayan Ansari**